

ASSETS HANDOVER FORM



REGISTERED OFFICE: Device Factory
 CONTACT NO.: 340-5418
 EMAIL ADDRESS: dexter.tabunon.ph@toyoflex.com
 NAME OF EMPLOYEE: Dexter P. Tabunon
 EMPLOYEE ID NO.: 10079
 DEPARTMENT/DIVISION: PE - PMD

DEAR SIR / MADAM

PLEASE FIND THE BELOW AS THE ASSETS HANDED OVER TO YOU TO SUPPORT YOU IN CARRYING OUT YOUR ASSIGNMENT IN A MOST PROFICIENT MANNER.

NO.	PARTICULARS	QTY	REMARKS
1	Lenovo Thinkpad E15	1	TFXC0576

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

Mario Bergancia

Yuji Inaba - 07-23

RESPONSIBLE FOR HANDOVER

SUSETTE SURBANO

I, MR. / MRS DEXTER TABUNON HEREBY ACKNOWLEDGED THAT I HAVE RECEIVED THE ABOVE MENTIONED ASSETS(S), I UNDERSTAND THAT THIS ASSET(S) BELONG TO TOYOFLEX CEBU CORPORATION AND IS UNDER MY POSSESSION FOR CARRYING OUT MY WORK, I HEREBY ASSURE I WILL TAKE CARE OF THE DEVICE(S) OF THE COMPANY TO THE BEST POSSIBLE EXTEND.

EMPLOYEE SIGNATURE

Dexter P. Tabunon 2021-07-22

DATE SIGNED

2021-07-22

Document No.	TCF-G084	Ver.	1	TOYOFLEX CEBU CORPORATION		Retention Period
Effectivity Date	2021-07-16	Prepared by:	Checked by:	Approved by:		2 YEARS
		SUSETTE SURBANO	REY DAGATAN / AMADITO ORTIZANO	TAKAFUMI MATSUNAGA		