

ASSETS HANDOVER FORM



REGISTERED OFFICE: _____ Device Factory
CONTACT NO.: _____ 340-5418
EMAIL ADDRESS: _____ qa.car.ph@toyoflex.com
NAME OF EMPLOYEE: _____ Gladys Niña Sugarol
EMPLOYEE ID NO.: _____ 10758
DEPARTMENT/DIVISION: _____ QA/QC-CPP

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 Laptop E590	1	TFXC0517

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

RESPONSIBLE FOR HANDOVER


Dennis Bernales / Atsushi Takeuchi

SUSETTE B. SURBANO

I, MR. / MRS GLADYS NIÑA SUGAROL 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


Gladys Niña Sugarol

DATE SIGNED

2021-07-28

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		SUSETTE SURBANO	REY DAGATAN / AMADITO ORTIZANO	TAKAFUMI MATSUNAGA	