

ASSETS HANDOVER FORM



REGISTERED OFFICE: Device Factory
 CONTACT NO.: 940-5418
 EMAIL ADDRESS: N/A
 NAME OF EMPLOYEE: Jessabelle A. Daspuenblas
 EMPLOYEE ID NO.: 008201
 DEPARTMENT/DIVISION: QA/QC- Incoming

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	Think Pad Laptop	1	TFXC0624
	N/A		

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

RESPONSIBLE FOR HANDOVER

Yuri Torres / Demis Bernales / Atsushi Takenchi
2021-07-29
SUSETTE E. SURBANO

I, MR. / MRS Jessabelle A. Daspuenblas 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

Angela

DATE SIGNED

2021- 07 -16

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Effectivity Date	2021-07-16	Prepared by:	Checked by:	Approved by:		2 YEARS
		SUSETTE SURBANO	REY DAGATAN / AMADITO ORTIZANO	TAKAFUMI MATSUNAGA		