

# ASSETS HANDOVER FORM

**ASAHI INTECC GROUP**  
**TOYOFLEX CEBU CORPORATION**

REGISTERED OFFICE: Device  
CONTACT NO.: 340-5418  
EMAIL ADDRESS: norrenda.tundag.ph@toyoflex.com  
NAME OF EMPLOYEE: Norrenda Calodove  
EMPLOYEE ID NO.: 008587  
DEPARTMENT/DIVISION: Wire Rope / Nylon Coating

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	ACER LAPTOP	1	TFXC0320

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

2021-07-17  
DAISUKE NAKAYAMA

RESPONSIBLE FOR HANDOVER

2021-07-21  
SUSETTE A. SURBANO

I, MR. / MRS. Norrenda T. Calodove 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

JOEL CABRERA

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	