

# ASSETS HANDOVER FORM



REGISTERED OFFICE:	DEVICE FACTORY
CONTACT NO.:	340-5418
EMAIL ADDRESS:	jella.angudong.ph@toyoflex.com
NAME OF EMPLOYEE:	Jella Angudong
EMPLOYEE ID NO.:	009247
DEPARTMENT/DIVISION:	Production Control - Inventory Control

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	TFXC0546
2	ACER LAPTOP	1	TFXC0520

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

RESPONSIBLE FOR HANDOVER

2021-07-29  
2021-07-29  
2021-07-29  
N/A  
MR. NOEL CAPAO / MR. HIROKI KISHIMOTO  
SUSETTE SURBANO

I, MR. / MRS JELLA ANGUDONG 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

DATE SIGNED

2021-07-21

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		SUSETTE SURBANO	REV DAGATAN / AMADITO ORTIZANO	TAKAFUMI MATSUNAGA	