

## ASSETS HANDOVER FORM



REGISTERED OFFICE:	DEVICE FACTORY
CONTACT NO.:	333
EMAIL ADDRESS:	donnamae.tirol.ph@toyoflex.com
NAME OF EMPLOYEE:	DONNA MAE TIROL
EMPLOYEE ID NO.:	008996
DEPARTMENT/DIVISION:	PLASTIC MOLDING

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 LAPTOP E15 GEN 9	1	/ TFXC0417 TFXC0492

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

2022-08-20  
 2022-08-20  
 2022-08-26  
 JENNIFER SOLABAR / NESTOR CAPE / RYUSUKE SATO

RESPONSIBLE FOR HANDOVER

I, MR. / MRS DONNA MAE TIROL 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

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DATE SIGNED

2021-08-20  
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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	