

# ASSETS HANDOVER FORM

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

REGISTERED OFFICE: DEVICE FACTORY  
CONTACT NO.: 340 - 5418  
EMAIL ADDRESS: \_\_\_\_\_  
NAME OF EMPLOYEE: MONA GEE GONZA  
EMPLOYEE ID NO.: 011194  
DEPARTMENT/DIVISION: PC - SHIPPING

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 E15	1	TFXC0921

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

RESPONSIBLE FOR HANDOVER

NOEL CAPAO / 22-2-22  
MONA GEE GONZA

I, MR. / MRS. MONA GEE GONZA 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

22-2-22

DATE SIGNED

2022-02-22

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		SUSETTE SURBANO	REY DAGATAN / AMADITO ORTIZANO	TAKAFUMI MATSUNAGA	