

# ASSETS HANDOVER FORM



REGISTERED OFFICE: DEVICE FACTORY

CONTACT NO.: 340-5418

EMAIL ADDRESS: N/A

NAME OF EMPLOYEE: MA. JESSICA Y. REGALA

EMPLOYEE ID NO.: 009377

DEPARTMENT/DIVISION: QA/QC - WIRE ROPE (SID)

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 E15	1	TFXC0698

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

MR. DENNIS BERNALES

MR. ATSUSHI TAKEUCHI

RESPONSIBLE FOR HANDOVER

SUSETTE SURBANO

I, MR. / MRS. MA. JESSICA Y. REGALA, 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

For: ELIZABETH R. DIVIBAR

DATE SIGNED

2021-07-23

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	