

# ASSETS HANDOVER FORM



REGISTERED OFFICE: Device Factory  
 CONTACT NO.: 340-5418  
 EMAIL ADDRESS: \_\_\_\_\_

NAME OF EMPLOYEE: Ruby Ann Bulambao  
 EMPLOYEE ID NO.: 012069  
 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	Lenovo thinkpad E15	1 pc	TFK0995

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

2022-10-27  
RONALD CHAVEZ

2022-10-27  
DAISUKE NAKAYAMA

RESPONSIBLE FOR HANDOVER

IT

I, MR. / MRS RUBY ANN A. BULAMBAO 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

OCTOBER 27, 2022

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		SUSETTE SURBANO	REY DAGATAN / AMADITO ORTIZANO	TAKAFUMI MATSUNAGA		