

ASSETS HANDOVER FORM



REGISTERED OFFICE: Device Factory

CONTACT NO.: 340-5418

EMAIL ADDRESS: qa.plm.ph@toyoflex.com

NAME OF EMPLOYEE: Angelica Pacquiao

EMPLOYEE ID NO.: 10193

DEPARTMENT/DIVISION: QA/QC - PLM

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	ACER DESKTOP Intel Core i3	1	TFXC0292

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

RESPONSIBLE FOR HANDOVER

2021-08-02
DENNIS BERNALES

2021-08-03
ATSUSHI TAKEUCHI

2021-08-04
SUSETTE SURBANO

I, MR. / MRS. ANGELICA PACQUIAO 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

ANGELICA PACQUIAO

DATE SIGNED

2021-08-02

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Effectivity Date	2021-07-16	Prepared by:	Checked by:	Approved by:	2 YEARS
		SUSETTE SURBANO	REY DAGATAN / AMADITO ORTIZANO	TAKAFUMI MATSUNAGA	