

ASSETS HANDOVER FORM



REGISTERED OFFICE: DEVICE FACTORY
 CONTACT NO.: 340-5418
 EMAIL ADDRESS: _____

NAME OF EMPLOYEE: GENEVIEVE DACULLO
 EMPLOYEE ID NO.: 008423
 DEPARTMENT/DIVISION: WR - 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 LAPTOP	1 PC	TOYOFLEX CEBU

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

RESPONSIBLE FOR HANDOVER

2022-08-24
 RONALD CHAVEZ
 2022-08-24
 DAISUKE NAKAYAMA

I, MR. / MRS. GENEVIEVE DACULLO 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

2022-08-24

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		SUSETTE SURBANO	REY DAGATAN / AMADITO ORTIZANO	TAKAFUMI MATSUNAGA		