

ASSETS HANDOVER FORM

ASAHI INTECC GROUP
TOYOFLEX CEBU CORPORATION

REGISTERED OFFICE: DEVICE
CONTACT NO.: 340-5418
EMAIL ADDRESS: diannara.delfino.ph@toyoflex.com
NAME OF EMPLOYEE: DIANNARA DELFINO
EMPLOYEE ID NO.: 9136
DEPARTMENT/DIVISION: PRODUCTION CONTROL - PURCHASING

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 THINKPAD	1	TFXC0536

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

NOEL LAPAO

RESPONSIBLE FOR HANDOVER

SUSETTE B. SURBANO

I, MR. / MRS. DIANNARA DELFINO, 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

SHARON GALVEZ
DIANNARA DELFINO

DATE SIGNED

2021.07.24

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		SUSETTE SURBANO	REY DAGATAN / AMADITO ORTIZANO	TAKAFUMI MATSUNAGA	