

ASSETS HANDOVER FORM

ASAHI INTECC GROUP
TOYOFLEX CEBU CORPORATION

REGISTERED OFFICE: Device Factory
CONTACT NO.: 340-5418
EMAIL ADDRESS: joy.hirahara.ph@toyoflex.com
NAME OF EMPLOYEE: Jocelyn V. Hirahara
EMPLOYEE ID NO.: 007327
DEPARTMENT/DIVISION: G.A / INTERPRETER

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	1	TFXC0645

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

RESPONSIBLE FOR HANDOVER

2021-07-23
WEN AVERION
2021-07-23
YOSHIYUKI MORITA
2021-07-27
SUSETTE B. SURBANO

I, MR. / MRS. JOCELYN V. HIRAHARA, 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

JOCELYN V. HIRAHARA

DATE SIGNED

2021-07-16

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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	