

# ASSETS HANDOVER FORM

**ASAHI INTECC GROUP**  
**TOYOFLEX CEBU CORPORATION**

REGISTERED OFFICE: DEVICE FACTORY

CONTACT NO.: 340-5418 - DEVICE FACTORY

EMAIL ADDRESS: emmanuel.clarido.ph@toyoflex.com

NAME OF EMPLOYEE: EMMANUEL P. CLARIDO

EMPLOYEE ID NO.: 10097

DEPARTMENT/DIVISION: PRODUCTION ENGINEERING - INFRASTRUCTURE

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 LAPTOP N16P7	1	TFXC0432
		N/A	

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

Mario T. Bergancia Jr. / YUUJI INABA

RESPONSIBLE FOR HANDOVER

SUSETTE B. SURBANO

I, MR. / MRS. EMMANUEL P. 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

EMMANUEL P. CLARIDO

DATE SIGNED

2021-07-12

Document No.	TCF-G084	Ver.	1	TOYOFLEX CEBU CORPORATION	Retention Period
Effectivity Date	2021-07-16	Prepared by:	Checked by:	Approved by:	2 YEARS
		SUSETTE SURBANO	REY DAGATAN / AMADITO ORTIZANO	TAKAFUMI MATSUNAGA	