

# ASSETS HANDOVER FORM



REGISTERED OFFICE: \_\_\_\_\_ DEVICE FACTORY

CONTACT NO.: \_\_\_\_\_ 340-5418 - DEVICE FACTORY

EMAIL ADDRESS: \_\_\_\_\_ [dimple.quimque.ph@toyoflex.com](mailto:dimple.quimque.ph@toyoflex.com)

NAME OF EMPLOYEE: \_\_\_\_\_ Dimple V. Quimque

EMPLOYEE ID NO.: \_\_\_\_\_ 010616

DEPARTMENT/DIVISION: \_\_\_\_\_ Production Control - Shipping

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 E15	1	TFXC0693

(AUTHORIZED SIGNATORIES)

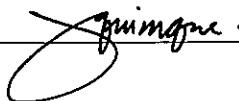
REQUESTOR / APPROVER

RESPONSIBLE FOR HANDOVER

MR. NOEL ONAHO 2021-07-23  
MR. HIROKI KISHIMOTO 2021-07-29  
SUSETTE SURBANO 2021-07-29

I, MR. / MRS \_\_\_\_\_ DIMPLE V. QUIMQUE, 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

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	