

ASSETS HANDOVER FORM



REGISTERED OFFICE: DEVICE

CONTACT NO.: 340-5418

EMAIL ADDRESS: jean.amit.ph@toyoflex.com

NAME OF EMPLOYEE: JEAN A. TISOY

EMPLOYEE ID NO.: 10016

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 | TFXC0544 |
| | | | |
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| | | | |

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

NOEL CAPAO

RESPONSIBLE FOR HANDOVER

SUSETTE SURBANO

I, MR. / MRS JEAN A. TISOY 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 CALVEZ
JEAN A. TISOY

DATE SIGNED

2021.07.24

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| 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 | |