

ASSETS HANDOVER FORM



DEPARTMENT:

Car Parts

EMPLOYEE ID NO. & NAME:

007142

Ma. Jessah R. Fantonial

DIVISION:

CPP

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.	COMPUTER MODEL	QTY.	PC NUMBER
1	TFXC0627, Lenovo Thinkpad E15	1	TFXC0627

(AUTHORIZED SIGNATORIES)

REQUESTOR & APPROVER:

JESSIE LAROVIS

LOCAL SUPERVISOR

MASAKI OKUBA

JAPANESE MANAGER

RESPONSIBLE FOR HANDOVER:

SURETE TURBANO

NAME OF IT STAFF / IT TECHNICIAN

I, MR. / MRS Ma. Jessah R. Fantonial (NAME OF EMPLOYEE) HEREBY ACKNOWLEDGED THAT I HAVE 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.

BY SIGNING THIS DOCUMENT I AM ALSO AWARE THAT IF I FAIL TO FOLLOW THE PART VI ARTICLE 4 SEC 3, 4, 5 OF THE COMPANY CODE OF CONDUCT THERE WILL BE A CORRESPONDING SANCTION.

Related Document: TCF-G022

EMPLOYEE SIGNATURE:

Mj

DATE SIGNED:

2023-09-19

Document No.	TCF-G084	Ver.	3	TOYOFLEX CEBU CORPORATION	Retention Period
Effectivity Date	2023-07-05	Prepared by:	Checked by:	Approved by:	2 YEARS
		RUSHKY ESTRERA	REY DAGATAN	AMADITO ORTIZANO	