

ASSETS HANDOVER FORM



REGISTERED OFFICE: DEVICE FACTORY

CONTACT NO.: 340-5418

EMAIL ADDRESS: jane.lazaga.ph@toyoflex.com

NAME OF EMPLOYEE: MARY JANE A. LAZAGA

EMPLOYEE ID NO.: 005976

DEPARTMENT/DIVISION: CAR PARTS / PSD PRODUCTION

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	TFXC0633
		N/A	

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

MS. JESSIA LAROVIS / MR. SEIJI NISHIMURA

RESPONSIBLE FOR HANDOVER

SUSETTE B. SURBANO

I, MR. / MRS MARY JANE A. LAZAGA 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

MARY JANE A. LAZAGA

DATE SIGNED

2021-07-16

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		SUSETTE SURBANO	REY DAGATAN / AMADITO ORTIZANO	TAKAFUMI MATSUNAGA		