

ASSETS HANDOVER FORM



REGISTERED OFFICE:	DEVICE FACTORY
CONTACT NO.:	333
EMAIL ADDRESS:	denisa.monter.ph@toyoflex.com
NAME OF EMPLOYEE:	DENISA MONTER
EMPLOYEE ID NO.:	007734
DEPARTMENT/DIVISION:	PLASTIC MOLDING

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 E15	1	TEXC 0862

2022-03-28
TPXC 0862

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

JENNIFER SOLABAR / NESTOR CAPE / RYUSUKE SATO

RESPONSIBLE FOR HANDOVER

I, MR. / MRS DENISA MONTER 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

2022-03-28

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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	