

# ASSETS HANDOVER FORM



REGISTERED OFFICE: TOYOFLEX CEBU CORPORATION  
 CONTACT NO.: 09176555269  
 EMAIL ADDRESS: janine.pangandoyon.ph@toyoflex.com  
 NAME OF EMPLOYEE: Janine Pangandoyon  
 EMPLOYEE ID NO.: 010230  
 DEPARTMENT/DIVISION: PRODUCTION CONTROL-IMPORTATION

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	LAPTOP	1	TFX C0935

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

MARY MAUREEN PENA / MR. SAKI SENG

RESPONSIBLE FOR HANDOVER

MILES

ARANJAS

I, MR. / MRS JANINE PANGANDYON 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

2021-10-10

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		SUSETTE SURBANO	REY DAGATAN / AMADITO ORTIZANO	TAKAFUMI MATSUNAGA	