

# ASSETS HANDOVER FORM



REGISTERED OFFICE: Device

CONTACT NO.: 340-5418

EMAIL ADDRESS: \_\_\_\_\_

NAME OF EMPLOYEE: ROGER FUENTES

EMPLOYEE ID NO.: 011731

DEPARTMENT/DIVISION: Production Engineering / Process

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 ThinkPad E15	1	TFXC0644

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

Mario Bergancia / YUUJI INABA 2022-07-28

RESPONSIBLE FOR HANDOVER

I, MR. / MS. ROGER FUENTES 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

R Fuentes

DATE SIGNED

2022-07-27

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		SUSETTE SURBANO	REY DAGATAN / AMADITO ORTIZANO	TAKAFUMI MATSUNAGA	