

# ASSETS HANDOVER FORM

**ASAHI INTECC GROUP**  
**TOYOFLEX CEBU CORPORATION**

REGISTERED OFFICE: Device Factory  
CONTACT NO.: 340-5418  
EMAIL ADDRESS: maryrose.abe.ph@toyoflex.com  
NAME OF EMPLOYEE: Mary Rose Abe  
EMPLOYEE ID NO.: 009428  
DEPARTMENT/DIVISION: Production Control

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	1	TFXC0545

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

2021-07-23  
NOEL V. CAPAO

RESPONSIBLE FOR HANDOVER

2021-07-29  
SUSETTE M. SURBANO

I, MR. / MRS Mary Rose Abe 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 Rose Abe

DATE SIGNED

2021-07-22

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		SUSETTE SURBANO	REY DAGATAN / AMADITO ORTIZANO	TAKAFUMI MATSUNAGA	