

ASSETS HANDOVER FORM



REGISTERED OFFICE: Device factory
 CONTACT NO.: 340 - 5418
 EMAIL ADDRESS: marie.conception.salatan.ph@toyoflex.com
 NAME OF EMPLOYEE: Jingle C. Glico
 EMPLOYEE ID NO.: 10848
 DEPARTMENT/DIVISION: Production Engineering

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	Dell PC with CPU	1	TFXC0036

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

Mario Bergancia / Yuuji Inaba

RESPONSIBLE FOR HANDOVER

SUSETTE SURBANO

I, MR. / MRS. JINGLE C. GLICO HEREBY ACKNOWLEDGED THAT I HAVE 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

2021-07-23

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		SUSETTE SURBANO	REY DAGATAN / AMADITO ORTIZANO	TAKAFUMI MATSUNAGA	