


GA Division IT	ASSETS HANDOVER FORM	TMF-G0051	Version 1.00
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DEPARTMENT: PURCHASING

EMPLOYEE ID NO. & NAME: 010815 CHARISSE L TEMPLE

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.	COMPUTER MODEL	QTY.	PC NUMBER
	LENOVO THINKPAD E15	1	TFXC1122

(AUTHORIZED SIGNATORIES)

REQUESTOR & APPROVER: *CS 2024-01-11*
JOY RICHANNE CRYSTAL


LOCAL SUPERVISOR

[Signature] 2024 01 11
JAPANESE MANAGER

RESPONSIBLE FOR HANDOVER: *[Signature] 2024-01-11*
ORVEINE PAUL ALMAGRO
(NAME OF IT STAFF / IT TECHNICIAN)

I, MR. / MRS CHARISSE L TEMPLE (NAME OF EMPLOYEE) 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.

BY SIGNING THIS DOCUMENT I AM ALSO AWARE THAT IF I FAIL TO FOLLOW THE PART VI ARTICLE 4 SEC 3 , 4 , 5 OF THE COMPANY CODE OF CONDUCT THERE WILL BE A CORRESPONDING SANCTION.



Related Document: TMF-G0052

EMPLOYEE SIGNATURE: *[Signature]*

DATE SIGNED: 2024-01-11

*It is permitted to use this form in both electronic and hard copy.

*The user have to check and compare versions, effective date and sub master information before printing.