

## ASSETS HANDOVER FORM



REGISTERED OFFICE: Device Factory

CONTACT NO.: 340-5418

EMAIL ADDRESS: gizelle.entrapas.ph@toyoflex.com

NAME OF EMPLOYEE: Gizelle C. Entrampas

EMPLOYEE ID NO.: 005843

DEPARTMENT/DIVISION: T-Assy/Warehouse

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	Desktop (Acer)	1	TFXC0350

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

RESPONSIBLE FOR HANDOVER

*2021-07-23*  
*2021-07-23*  
Ivan Averion / Yoshiyuki Morita  
SUSETTE SURBANO

I, MR. / MRS. Gizelle C. Entrampas 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

GIZELLE C. ENTRAMPAS

DATE SIGNED

2021-07-22

Document No.	TCF-G084	Ver.	1	TOYOFLEX CEBU CORPORATION	Retention Period
Effectivity Date	2021-07-16	Prepared by:	Checked by:	Approved by:	2 YEARS
		SUSETTE SURBANO	REY DAGATAN / AMADITO ORTIZANO	TAKAFUMI MATSUNAGA	