

# ASSETS HANDOVER FORM

ASAHI INTECC GROUP  
TOYOFLEX CEBU CORPORATION

REGISTERED OFFICE: DEVICE

CONTACT NO.: 340-5418

EMAIL ADDRESS: m\_bustos.ph@toyoflex.com

NAME OF EMPLOYEE: MODESTA S. BUSTOS

EMPLOYEE ID NO.: 007381

DEPARTMENT/DIVISION: CAR PARTS/OUTER LINER MANUFACTURING

DEAR SIR / MADAM

PLEASE FIND BELOW THE ASSET/S HANDED OVER TO YOU TO SUPPORT YOU IN CARRYING OUT YOUR ASSIGNMENTS IN A MOST PROFICIENT MANNER.

NO.	PARTICULARS	QTY	REMARKS
1	Lenovo Laptop E490	1	TFXC0630

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

RESPONSIBLE FOR HANDOVER

2021-07-16  
MS. JESSIA LAROVIS / MR. SEIJI NISHIMURA  
2021-07-17  
SUSETTE B. SURBANO

I, MRS. MODESTA BUSTOS, IS HEREBY ACKNOWLEDGED THAT I HAVE RECEIVED THE ABOVE MENTIONED ASSET. I UNDERSTAND THAT THIS ASSET BELONGS TO TOYOFLEX CEBU CORPORATION AND IS UNDER MY POSSESSION FOR CARRYING OUT MY WORK. I HEREBY ASSURED THAT I WILL TAKE CARE OF THIS DEVICE AS A PROPERTY OF THE COMPANY TO THE BEST POSSIBLE THAT I COULD.

EMPLOYEE SIGNATURE

MODESTA S. BUSTOS

DATE SIGNED

2021-07-16

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Effectivity Date	2021-07-16	Prepared by:	Checked by:	Approved by:	2 YEARS
		SUSETTE SURBANO	REY DAGATAN / AMADITO ORTIZANO	TAKAFUMI MATSUNAGA	