

ASSETS HANDOVER FORM



REGISTERED OFFICE: DEVICE
CONTACT NO.: 340-5418
EMAIL ADDRESS: allen.ken.benolirao.ph@toyoflex.com
NAME OF EMPLOYEE: ALLEN KEN BENOLIRAO
EMPLOYEE ID NO.: 9959
DEPARTMENT/DIVISION: PE-EQUIPMENT

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	LAPTOP E15	1	TFXC0577

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

Mario Bergancia Yuuji Inaba
MARIO BERGANCIA/ YUUJI INABA

RESPONSIBLE FOR HANDOVER

Susette Surbano
SUSETTE SURBANO

I, MR. / MRS ALLEN KEN BENOLIRAO 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

Allen Ken Benolirao
ALLEN KEN BENOLIRAO

DATE SIGNED

7/27/2021
7/27/2021

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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	