

DATE FILED	February 26, 2024	Please tick box for the category <input checked="" type="checkbox"/> Regular Day <input type="checkbox"/> Rest Day <input type="checkbox"/> Legal/Special Holiday <input type="checkbox"/> NP/Force Leave, NWS
DIVISION	Parts	
DEPARTMENT	MED/PED	
SECTION	Edcoat	
DATE COVERED	February 26, 2024	
PURPOSE:	Production Manpower Support	

Participants ☒ Selected Employee/s ☐ Entire Group pls specify Section/Dept/Div & # of Ees

For Selected Employee/s only (Pls insert addtl rows or attached list if necessary)

COUNT	EMP#	NAME	DATE	TIME	Signature
1	1900073	John Tristan Quesea	26-Feb-24	2PM-6PM	
2	1100318	Jundel Patrick Monton	26-Feb-24	2PM-6PM	
3	1600065	Stephine Monton	26-Feb-24	2PM-6PM	
4	1300384	Jeno Parayan	26-Feb-24	2PM-6PM	
5	1200314	Alter Lopiö	26-Feb-24	2PM-6PM	
6	1400409	Arnel Magampon	26-Feb-24	2PM-6PM	
7	1700240	Kim Albert Bacong	26-Feb-24	2PM-6PM	
8	8905738	Helen Cabunot	26-Feb-24	2PM-6PM	
9	8909354	Jelmar San Juan	26-Feb-24	6PM-10PM	
10	2100834	Jason Obdin	26-Feb-24	6PM-10PM	
11	1400111	Alvin Sombol	26-Feb-24	6PM-10PM	
12	1400524	Kenneth Ducay	26-Feb-24	6PM-10PM	
13	1900126	Robert Cruzat	26-Feb-24	6PM-10PM	
14	1500539	Dindo Andal	26-Feb-24	6PM-10PM	

Prepared by <u>H. Cabunot</u> Staff	Recommending Approval <u>J. Quesea</u> PIC	Approved <u>A. Magampon</u> Dept. Manager	Disapproved <u>R. Salvacion</u> Chief Specialist
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To be filled by Payroll-HRD FAHRFM-005, Iss. 01, Rev.00, 01/23/09

Received by _____ Printed Name/Signature/Date/Time _____
 Payroll Section
 Employee → Immediate Superior → Manager → Payroll → Senior SV - Welfare & Benefits

Process Flow:

DAY SHIFT	NIGHT SHIFT
Tristan - Overall PIC Jundel-Secondary PIC Stephine - Edcoat line technician Jeno - Process technician Arnel - Secondary line technician Kim-Deburring jig adjustment / secondary tech Alter - Paint replenishment Helen-Yield and monitoring update	Jason - Acting PIC Dindo - Edcoat line technician Robert - Process technician Jelmar - Hanger maintenance Alvin - Secondary line technician Kenneth - Paint replenishment