

**Subsidiaries and Affiliates**

- | | | |
|---|-------------------------------------|--|
| <input type="checkbox"/> WGI | <input type="checkbox"/> WHI Camona | <input type="checkbox"/> FMPI/FMTCC |
| <input type="checkbox"/> WHI - HO | <input type="checkbox"/> CCC | <input type="checkbox"/> PBI |
| <input checked="" type="checkbox"/> WLI | <input type="checkbox"/> MRDC | <input type="checkbox"/> Others: _____ |
| <input type="checkbox"/> PRI | <input type="checkbox"/> SPAI | |



Form Title:

HANDOVER REPORTEmployee Name:
CRYSTAL JANE Y. LEANILLODate Hired: **FEBRUARY 14, 2022**Department:
ACCOUNTS PAYABLE DEPARTMENT

Leave Date/s: May 27-29, 2024

Position:
ACCOUNTS PAYABLE ANALYST

Leave Return: May 30, 2024

Assignment	Classification P – Pending, may wait until I return U – Urgent, need attention while I'm away	Temporary Stand – in (Full Name)	Acknowledge by: (Signature with date)
<ul style="list-style-type: none">Process bills and encode in Google Sheet RFP monitoring – WGRI / WGI (QB)/ WFA/ WOI/ WLHI (QB) / WSI / W Property Mgt (QB) / W Reit / W Residential / W Realty (RUSH only)Transmittal of approved RFPs to TMD Liquidation of Allowance/Cash Advances	 U U	 Toni Rose P. Nabong Julie Ann Bausa	  

I fully understand that I am expected to report for work after the end of date/time I indicated herein. In the event that I am unable to return to W Group or any of its affiliate and be unavailable for work on the indicated date, for reason beyond my control, I will notify my Department Head / Immediate Supervisor by telephone, cellular phone or email. My contact address and contact number while on leave is:
2023 Ricarte St. South Cembo Makati City. Cp# 09155315565

Further, I certify that the reason of leave indicated herein is true and correct to the best of my knowledge.


CRYSTAL JANE Y. LEANILLO**Employee**

(Signature over Printed Name / Date)


LEAH P. MARQUEZ**Immediate Head**

(Signature over Printed Name / Date)


Emelita Ligan**Department Head**

(Signature over Printed Name / Date)