



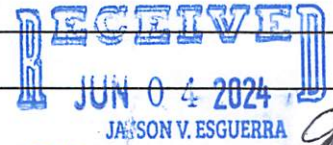
Subsidiaries and Affiliates

WGI
WHI - HO
WLI
PRIWHI Carmona
CCC
MRDC
SPAIFMPI/FMTCC
PBI
Others:

Form Title:

OFFICIAL BUSINESS FORM

***** TO BE SUBMITTED 1 DAY BEFORE THE SCHEDULED OB *****



Name: EMMANUEL NOVERO JUDE ULAN	Department: ITD	Date Filed: 06/04/24	Date of OB: 06/04/24
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1 CHECKING OF CCTV CAMERA

Contact Person Contact No. JOHN AMBROCIO	Destination: WFA - BMO	Time In: 1325H	Time Out: 1404H
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2 CHECKING OF CCTV CAMERA

Contact Person Contact No. RANETTE MEI PILAPIL	Destination: WOI	Time In: 1420H	Time Out: 1435H
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3. Purpose:

Contact Person / Contact No.	Destination:	Time In:	Time Out:
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4. Purpose:

Contact Person / Contact No.	Destination:	Time In:	Time Out:
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Prepared by:

Approved by:

Noted by:

EMMANUEL NOVERO / JUDE ULAN

Employee's Signature

Signature over Printed Name/Date

For [Signature]

Immediate Head / Head of Business Unit

Signature over Printed Name/Date

HR Analyst - Timekeeping

Signature over Printed Name/Date

OFFICIAL BUSINESS REPORT
(Itemized Activities to be filled out before submitting OB Form)

ITEMIZED ACTIVITIES	RESULTS (DONE OR PENDING)	SIGNED BY CONTACT PERSON
1. TROUBLESHOOTING OF CCTV CAM AT PE 9	DONE ✓	J. Ambrocio
2. DETERMINATE CCTV CAMERA CABLE AT TELCO RM	DONE	R. Pilapil

Note: OB Form must be submitted 2 days after with attached report/minutes. Failure to accomplish this form completely shall mean non-payment of any expenses incurred by the employee and shall not be honored as official.

Approved by:

Immediate Head / Head of Business Unit