

**Subsidiaries and Affiliates**☐ WGI☐ WHI Cameros☐ FMPI/FMTCC☐ WHI-PO☐ CCC☐ PSI☐ WLI☐ MRDC☐ Others:☐ PRI☐ SPAI

Form Title:

HANDOVER REPORT

Employee Name: Emmanuel V. Novero

Date Hired: Oct 11 2023

Department: IT Department

Leave Date/s: 06-18-2024

Position: IT Engineer

Leave Return: 06-19-2024

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)

WHI and WLI Support for head office and other W Group Satellite offices

U

Ryan Arellano

Checking of camera viewing and recordings at all sites

U

Bernard Bohol

Daily monitoring the status of the Command Center CCTV viewing from all sites.

U

Bernard Bohol

Check up and repair ICT hardware devices

P

Ryan Arellano

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;

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

 06/15/24

Employee

(Signature over Printed Name / Date)

 06/17/24

Immediate Head

(Signature over Printed Name / Date)

 06/18/24

Department Head

(Signature over Printed Name / Date)