


| | | | |
|--|---|--|--|
|  | Subsidiaries and Affiliates | | |
| | <input type="checkbox"/> WGI <input type="checkbox"/> WHI - HO <input type="checkbox"/> WLI <input type="checkbox"/> PRI | <input type="checkbox"/> WHI Carmona <input type="checkbox"/> CCC <input type="checkbox"/> MRDC <input type="checkbox"/> SPAI | <input type="checkbox"/> FMPI/FMTCC <input type="checkbox"/> PBI <input type="checkbox"/> Others |
| Form Title: OFFICIAL BUSINESS FORM | | | |


RECEIVED
JUN 03 2024

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

5/31/2024

| | | | |
|----------------------------|--|---|--|
| Name: CAROLYN CHIVA | Department: OFFICE OF THE PRESIDENT | Date Filed: 05/31/2024 <i>06/03</i> | Date of OB: 05/31/2024 <i>06/03/2024</i> |
|----------------------------|--|---|--|

| | | | |
|---|---------------------------|---|--|
| 1. Purpose: TRANSMIT AND PICKUP REPLACEMENT CHECK OF UNIT D (marnam inc. unit) | | | |
| Contact Person / Contact No. W TOWER | Destination BGC | Time In: 1:30pm 1:56pm | Time Out: 2:30pm 3:21pm |
| 2. Purpose: | | | |
| Contact Person / Contact No. | Destination: | Time In: | Time Out: |
| 3. Purpose: | | | |
| Contact Person / Contact No. | Destination: | Time In: | Time Out: |
| 4. Purpose: | | | |
| Contact Person / Contact No. | Destination: | Time In: | Time Out: |

Prepared by:

Carolyn Chiva, Sr. EA
Employee's Signature
Signature over Printed Name/Date

Approved by:
(see attached VIBER approval)
NORMAN VINCENT L. WEE
Immediate Head / Head of Business Unit
Signature over Printed Name/Date

Noted by:

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 |
| <i>done reviewed file replacement check done</i> | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

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: <i>(see attached VIBER approval)</i> NORMAN VINCENT L. WEE Immediate Head / Head of Business Unit |
|--|

Norman W
+639175333978

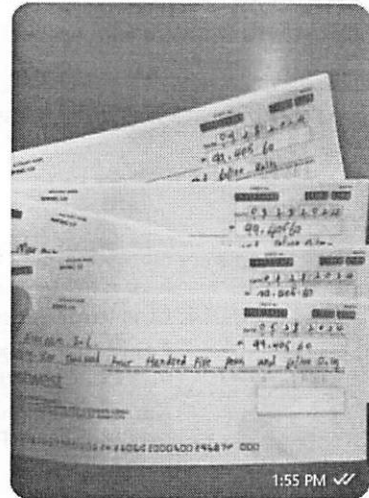


Friday

with Unit D (Ms. Caroline Lu) brother, Miles. The PDC t...

Sir Norman, will postpone the pickup of checks, Miles informed Ms. Caroline will not be able to sign the checks today. I'll pickup on Monday instead po

1:55 PM ✓



1:55 PM ✓



Ok

2:25 PM



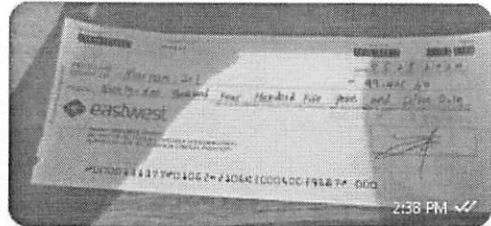
Norman W
+639175333978



Today informed Ms. Caroline will not be able to sign the check...

Sir Norman, fyi, I got the new checks of Ms. Caroline (Unit D). Will go back to the office now po and deposit to Marnam's account. Thank you

2:37 PM ✓



2:38 PM ✓

Ok
2:53 PM