



WG  
WHI - HO  
WLI  
PRI

Subsidiaries and Affiliates

WHI Carmona  
CCC  
MRDC  
SPAI

FMPI/FMTCC

PBI

Others:

RECEIVED  
JUN 10 2024

Form Title:

OFFICIAL BUSINESS FORM

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

BY: JASON M. ESGUERRA

Name: EMMANUEL V. NOVERO JUDE L. ULAN	Department: ITD	Date Filed: 06-10-24	Date of OB: 06-10-24
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1 CHECKING OF CCTV CAMERA AT TELCO ROOM			
Contact Person Contact No. RANETTE MEI PILAPIL	Destination: WOI	Time In: 1100H	Time Out: 1220H
2 CHECKING OF CCTV CAMERA AT 8F/GYM			
Contact Person Contact No. AMY ANNE TALAGTAG	Destination: WTCC	Time In: 1345H	Time Out: 1505H
3. Purpose:			
Contact Person / Contact No.	Destination:	Time In:	Time Out:
4. Purpose:			
Contact Person / Contact No.	Destination:	Time In:	Time Out:

Prepared by:

06/10/24  
EMMANUEL NOVERO / JUDE ULAN  
Employee's Signature  
Signature over Printed Name/Date

Approved by:

06/10/24  
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
1. CHECKING, TROUBLESHOOTING, & RESTARTING OF CCTV CAMERA AT TELCO ROOM	DONE	
- REINSTALLING & ACTIVATION OF MS OFFICE	DONE	
2. CHECKING, TROUBLESHOOTING OF CCTV CAMERA.	DONE	
- CHECKING AND TROUBLESHOOTING OF CCTV POWER SUPPLY	DONE	AMY ANNE TALAGTAG
- CONNECTION OF BIOMETRICS TO AA PC	DONE	
- TROUBLESHOOTING OF AA MONITOR		

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:

06/13/24  
Immediate Head / Head of Business Unit