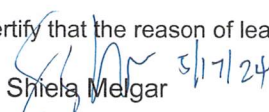
	<b>Subsidiaries and Affiliates</b>		
	<input type="checkbox"/> WGI <input type="checkbox"/> WHI - HO <input type="checkbox"/> WLI <input type="checkbox"/> PRI	<input type="checkbox"/> WHI Carmona <input type="checkbox"/> CCC <input type="checkbox"/> MRDC <input type="checkbox"/> SPAI	<input type="checkbox"/> FMPI/FMTCC <input type="checkbox"/> PBI <input type="checkbox"/> Others: _____
Form Title: <span style="float: right; font-weight: bold;">HANDOVER REPORT</span>			

Employee Name: Shiela Melgar		Date Hired: January 18, 2016	
Department: OTP		Leave Date/s: May 20-21, 2024 (2days)	
Position: Executive Assistant		Leave Return: May 22, 2024	
Assignment	Classification  <small>P – Pending, may wait until I return            U – Urgent, need attention while I'm away</small>	Temporary Stand – in  <small>(Full Name)</small>	Acknowledge by:  <small>(Signature with date)</small>
<ul style="list-style-type: none"> <li>Documents for approval</li> </ul>	U	N/A	JLW is on VL Will Viber JLW if there are documents for approval
<ul style="list-style-type: none"> <li>Utility Billings (Globe)</li> </ul>	P	N/A	
<ul style="list-style-type: none"> <li>Courier (DHL)</li> </ul>	P	N/A	To process on my return 5/22/24
<ul style="list-style-type: none"> <li>Unit 803</li> </ul>	P	N/A	

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.

 Shiela Melgar _____ <b>Employee</b> (Signature over Printed Name / Date)	_____ <b>Immediate Head</b> (Signature over Printed Name / Date)	_____ JLW <b>Department Head</b> (Signature over Printed Name / Date)
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