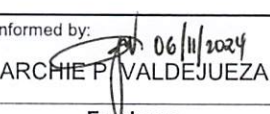
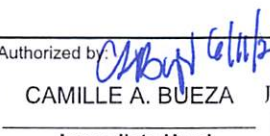
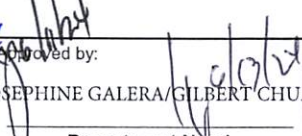
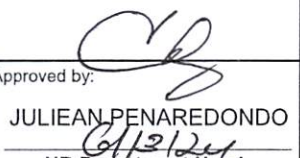

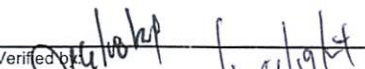
	Subsidiaries and Affiliates		
	<input type="checkbox"/> WGI <input checked="" type="checkbox"/> WHI - HO <input type="checkbox"/> WLI <input type="checkbox"/> PRI	<input type="checkbox"/> WHI Carmona <input type="checkbox"/> CCC <input type="checkbox"/> MRDC <input type="checkbox"/> SPAI	<input type="checkbox"/> FMPI/FMTCC <input type="checkbox"/> PBI <input type="checkbox"/> Others:
Form Title: OVERTIME AUTHORIZATION FORM			
***** FOR RANK AND FILE ONLY ***** ***** TO BE SUBMITTED BEFORE THE DATE OF OVERTIME *****			
NAME Archie P. Valdejueza		POSITION Accounts Receivable Accountant	
DEPARTMENT Accounting		DEPARTMENT HEAD NAME Josephine Galera/Gilbert Chua	
I. To be filled out BEFORE Overtime			
OVERTIME DETAILS			
DATE APPLIED: June 11, 2024	DATE OF OVERTIME: June 17, 2024	NO. OF HOURS: 8 hrs	
WORKS TO BE DONE			
Preparation of 2023 VAT Claims - Remittance Advice			
JUSTIFICATIONS:			
<input checked="" type="checkbox"/> Works to be done is URGENT <input type="checkbox"/> Emergency cases: please specify _____ <input type="checkbox"/> Work is required immediately by higher authority <input type="checkbox"/> Increase of work load due to absent employee <input type="checkbox"/> Client Visit <input type="checkbox"/> Audit			
Conformed by:  ARCHIE P. VALDEJUEZA Employee (Signature over Printed Name/ Date)	Authorized by:  CAMILLE A. BUEZA Immediate Head (Signature over Printed Name/ Date)	Approved by:  JOSEPHINE GALERA/GILBERT CHUA Department Head (Signature over Printed Name/ Date)	Approved by:  JULIEAN PENAREDONDO HR Department Head (Signature over Printed Name/ Date)
II. To be filled out AFTER Overtime			
OVERTIME CONFIRMATION			
Are works to be done accomplished? If yes, list down the results. If not, state the reason:		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	ACTUAL TIME: 9:24 am - 4:25 pm (1 hrs. 41 min.)
Too many to finish all task within a day, since I need to trace/find remittance advice per invoice. / checking the bank charge for each payment in SAP before I write on the RA copy. To be continued.			
Verified by:  CAMILLE A. BUEZA Immediate Head (Signature over Printed Name/ Date)	Verified by:  JO GALERA/GILBERT CHUA Department Head (Signature over Printed Name/ Date)	Received by: IVY BIBA Timekeeping and Payroll Officer (Signature over Printed Name/ Date)	
FR-HRD-014		Page 1 of 1	
Rev. 0 01/25/2023			

January 2023 Commercial Invoice				BOA Inventory Transfer	3 5	Moved Invoice NO RA YET	1 1		
Nos.	CI# SERIES	Shipment Code	Remarks	USD Amount	EURO Amount	PPH Amount	Date Remitted	Reference No.	Status
1	4755	PBI 87	ok	\$ 217,500.00			03/03/2023	N/A	ok 6/17/24
2	4756	MAN 119 & MAN 120	ok	\$ 113,758.00			04/03/2023	@IBS30403H001159	ok 6/17/24
3	4757	KRY 34	ok	\$ 8,800.00			03/17/2023	CERT#041B-2024	ok 6/17/24
4	4758	POL 19-1	ok	\$ 19,600.00			01/09/2023	@IBS30109H000332	ok 6/17/24
5	4759	FRB 32X	ok	\$ 244,000.00			05/17/2023	BOA	
6	4760	ICL 45	ok	\$ 16,400.00			03/16/2023	@IBS30316H000344	ok 6/17/24
7	4761	FAP 34	ok			PHP 2,200,000.00	04/13/2023	N/A	ok 6/17/24
8	4762	RAV 198	ok	\$ 7,325.00			03/15/2023	@IBS30315H000464	ok 6/17/24
9	4763	GLM 5	ok	\$ 5,925.00			12/28/2022	@IBS21228H000495	ok 6/17/24
10	4764	DMP 11	ok	\$ 11,650.00			03/14/2023	@IBS30314H000836	ok 6/17/24
11	4765	NMX 60	ok	\$ 53,625.00			04/11/2023	@IBS30411H000144	ok 6/17/24
		NMX 60	ok	\$ 53,625.00			04/17/2023	@IBS30417H000518	ok 6/17/24
		NMX 60	ok	\$ 55,250.00			05/17/2023	@IBS30517H000166	ok 6/17/24
12	4766	KTI 20	ok					Inventory Transfer	
13	4767	AAC 180	ok	\$ 231,000.00			06/28/2023	BOA	
14	4768	PTI 33	ok	\$ 238,500.00			04/04/2023	@IBS30404H000329	ok 6/17/24
15	4769	GRU 6	ok	\$ 28,387.50			12/27/2022	@IBS21227H000749	ok 6/17/24
		GRU 6	ok	\$ 66,237.50			02/20/2023	@IBS30220H000236	ok 6/17/24
16	4770	AAC 176	ok	\$ 204,088.50			11/03/2023	BOA	w/CM#85 \$511.50
17	4771	JAC 30	ok	\$ 117,600.00			06/16/2023	@IBS30616H000054	ok 6/17/24
18	4772	RAP 51	ok	\$ 166,500.00			04/24/2023	@IBS30424H000699	ok 6/17/24 w/CM#68 \$4,500.00
19	4773	PNV 10	ok	\$ 143,250.00			03/24/2023	@IBS30324H000631	ok 6/17/24
20	4774	FKN 49	ok	\$ 91,800.00			12/29/2022	@IBS21229H000800	ok 6/17/24
		FKN 49	ok	\$ 91,800.00			02/28/2023	NO RA YET	
21	4775	RIK 36	ok	\$ 42,500.00			02/28/2023	@IBS30228H000470	ok 6/17/24
22	4776	PBI 88	ok	\$ 217,500.00			03/09/2023	N/A	ok 6/17/24
23	4777	PET 69	ok		€ 231,420.00		05/15/2023	@IBS30515H000772	ok 6/17/24
24	4778	PET 70	ok		€ 231,420.00		05/17/2023	@IBS30517H000504	ok 6/17/24
25	4779	MHL 166	ok					Inventory Transfer	
26	4780	PTM 20	ok	\$ 33,300.00			04/11/2023	@IBS30411H000088	ok 6/17/24
27	4781	MAJ 5	ok	\$ 12,350.00			03/30/2023	ELC-130022000098DPR1	ok 6/17/24
28	4782	SUN 19	ok	\$ 8,800.00			01/17/2023	@IBS30117H000190	ok 6/17/24
29	4783	INN 450	ok	\$ 193,200.00			05/05/2023	@IBS30505H000721	ok 6/17/24
30	4784	MIA 1	ok		€ 216,000.00		03/24/2023	@IBS30324H001025	ok 6/17/24
31	4785	ORB 2	ok	\$ 11,100.00			01/18/2023	@IBS30118H000713	ok 6/17/24
32	4786	NAT 75 / NAT 76X	ok		€ 467,610.00		03/30/2023	@IBS30330H001172	ok 6/17/24
33	4787	MHL/DAI 36X	ok				05/23/2023	BOA	
34	4788	KTI 21	ok					Inventory Transfer	
35	4789	KTI 22	ok					Inventory Transfer	
36	4790	MAN 117	ok	\$ 155,000.00			04/28/2023	@IBS30428H000479	ok 6/17/24
37	4791	TUM 33	ok	\$ 10,000.00			04/11/2023	@IBS30411H000039	ok 6/17/24
38	4792	MHL 167	ok					Inventory Transfer	
39	4793	INN 451	ok	\$ 197,500.00			05/10/2023	@IBS30510H000350	ok 6/17/24
40	4794	TRU 157	ok	\$ 271,650.00			02/27/2023	CIR#0015/2024	ok 6/17/24
41	4795	JCS 207	ok	\$ 143,200.00			04/05/2023	CIR#0015/2024	ok 6/17/24
42	4796	MIA 2	ok		€ 216,000.00		03/13/2023	@IBS30313H001035	ok 6/17/24
43	4797		February shipment						
44	4798	PBI 171	ok			PHP 1,991,906.25	03/08/2023	N/A	ok 6/17/24
45	4799	PBI 171	ok			PHP 4,343,838.56	03/08/2023	N/A	ok 6/17/24
46	4800	PBI 171	ok			PHP 4,386,169.38	03/08/2023	N/A	ok 6/17/24
47	4801	PBI 171	ok			PHP 4,144,701.65	03/22/2023	N/A	ok 6/17/24
48	4802	PBI 171	ok			PHP 4,405,473.48	03/22/2023	N/A	ok 6/17/24
49	4803	PBI 171	ok			PHP 6,387,357.95	03/22/2023	N/A	ok 6/17/24