



Subsidiaries and Affiliates

WGI

WHI Carmona

FMPI/FMTCC

WHI - HO

CCC

PBI

WLI

MRDC

Others:

PRI

SPAI



Form Title:

OFFICIAL BUSINESS FORM

BY: _____

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

Name: EMMANUEL V. NOVERO JUDE L. ULAN/IMPAGKALIN/ADAN	Department: ITD	Date Filed: 06-08-24	Date of OB: 06-06-24
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1 CHECKING OF CCTV CAMERA

Contact Person / Contact No. BERNADETTE JAVIER	Destination: MRDC	Time In: 1505H	Time Out: 1737H
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2 PREVENTIVE MAINTENANCE & INVENTORY OF IT ASSETS

Contact Person / Contact No. MEA ANN VILLANUEYA	Destination: QSI	Time In: 0935H	Time Out: 1100H
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3. Purpose: CHECKING OF CCTV

Contact Person / Contact No. NICKA VILLAGANES	Destination: FMTCC	Time In: 0935H	Time Out: 1500H
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4. Purpose:

Contact Person / Contact No.	Destination:	Time In:	Time Out:
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Prepared by:

Approved by:

Noted by:

EMMANUEL NOVERO / JUDE ULAN
6/6/24
Employee's Signature
Signature over Printed Name/Date

6/6/24
Immediate Head / Head of Business Unit
Signature over Printed Name/Date

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
2. PREVENTIVE MAINTENANCE AND INVENTORY OF IT ASSETS AT HR OFFICE	- DONE]	Mea Ann Villanueva 6/6/24
3. CHECKING AND TROUBLESHOOTING OF CCTV CAMERA AT ADMIN OFFICE] DONE]	NICKA VILLAGANES 6/6/24
INVENTORY AND PREVENTIVE MAINTENANCE OF IT ASSETS] DONE	NICKA VILLAGANES 6/6/24
1. CHECKING, TESTING, AND TROUBLESHOOTING OF CCTV CAMERA] DONE	NICKA VILLAGANES 6/6/24
INVENTORY AND PREVENTIVE MAINTENANCE OF IT ASSETS] DONE	NICKA VILLAGANES 6/6/24

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:

Immediate Head / Head of Business Unit