


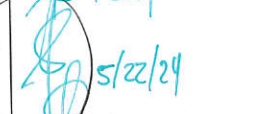

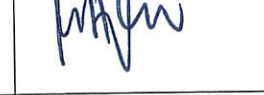
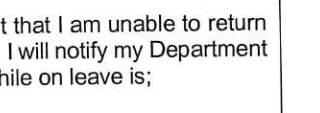
	Subsidiaries and Affiliates		
	<input type="checkbox"/> WGI <input type="checkbox"/> WHI - HO <input type="checkbox"/> WLI <input type="checkbox"/> PRI	<input type="checkbox"/> WHI Carmona <input type="checkbox"/> CCC <input type="checkbox"/> MRDC <input type="checkbox"/> SPAI	<input type="checkbox"/>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

Employee Name: Emmanuel R. Abapo	Date Hired: April 19, 2021
Department: R&D	Leave Date/s: May 23, 2024
Position: R&D Supervisor	Leave Return: May 24, 2024

Assignment	Classification  P – Pending, may wait until I return U – Urgent, need attention while I'm away	Temporary Stand – in  (Full Name)	Acknowledge by:  (Signature with date)
1. CRMS request – Receiving and Delegation (CRR, SPE, RPE)	U	Karen Asaldo May Baes	 05/22/24
2. RPE consultation, SRF review and approval, DDW tracking and Product coding, CRMS new product approval	U	Karen Asaldo May Baes	 05/22/24
3. CRMS product entry and PDS/MSDS, PDS creation, RMC request, Document request	U	AJ Lantican Czar Miguel Sabido	 5/22/24
4. RPE-IS-24-0870: update on retort	U	Czar Miguel Sabido	 5/22/24
5. RPE-IS-24-0895, 0896, 0897 (Novatase) Presentation of initial results	U	AJ Lantican Czar Miguel Sabido	 5/22/24
6. CRR-IS-24-3727 (FMI)	U	Rob Cruz	 5/22/24
7. CRR-IS-24-3729 (FMI): Product recommendation	U	Karen Asaldo	 5/22/24

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.

  
 Emmanuel R. Abapo / May 22, 2024  
 Employee  
 (Signature over Printed Name / Date)

  
 Immediate Head  
 (Signature over Printed Name / Date)

Department Head  
 (Signature over Printed Name / Date)