
	<b>Subsidiaries and Affiliates</b>		
	<input type="checkbox"/> WGI <input type="checkbox"/> WHI - HO <input checked="" 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: _____
<b>Form Title:</b> <span style="float: right;"><b>HANDOVER REPORT</b></span>			

<b>Employee Name:</b> XANDRA LEAH M. BELENO		<b>Date Hired:</b> April 26, 2019	
<b>Department:</b> SQA DEPARTMENT		<b>Leave Date/s:</b> May 22 - 23, 2024	
<b>Position:</b> ADMINISTRATIVE OFFICER FOR SQA		<b>Leave Return:</b> May 27, 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)
<ol style="list-style-type: none"> <li>1. Monitoring of WGI Reports Viber Group</li> <li>2. Monitoring of Punta Fuego Viber Group</li> <li>3. Monitoring of BMO Viber Groups</li> <li>4. WBGC CCTV Cameras Status Monitoring</li> <li>5. Business Plan for year 2024 for Q3 and Q4</li> <li>6. Monitoring of BMO Viber Groups</li> <li>7. SPAI CCO Daily Duty Schedule</li> <li>8. Service Providers Renewal of Service Agreements – SPAI to QSI</li> <li>9. SBS Building Open Issues Monitoring Report to BMO (Weekly, Monthly, 3 months and above)</li> <li>10. Checking and monitoring of WBGC Command Center Daily Actual Attendance</li> <li>11. Monthly Departmental Report of SQAD for the month of April 2024</li> <li>12. Checking of MDR of BMOs</li> <li>13. Monitoring of SQAD Monthly Activities</li> <li>14. Monthly Activities and Innovation for the month of April 2024</li> <li>15. Security Agencies Updating of 201 files and Master list</li> <li>16. SQA Policy for revision</li> <li>17. Documents for signature and transmittal</li> <li>18. Updating of ISO documents</li> <li>19. Contract management updates</li> <li>20. 24/7 on call</li> <li>21. Filing of documents</li> </ol>	<p>Will update timely during my vacation leave remotely.</p> <p>Urgent</p>	<p>XANDRA LEAH M. BELENO</p> <p>JOEVER REX J. MONDIA</p>	

**Subsidiaries and Affiliates**

- |                                   |                                      |                                     |
|-----------------------------------|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> WGI      | <input type="checkbox"/> WHI Carmona | <input type="checkbox"/> FMPI/FMTCC |
| <input type="checkbox"/> WHI - HO | <input type="checkbox"/> CCC         | <input type="checkbox"/> PBI        |
| <input type="checkbox"/> WLI      | <input type="checkbox"/> MRDC        | <input type="checkbox"/> Others:    |
| <input type="checkbox"/> PRI      | <input type="checkbox"/> SPAI        | _____                               |

Form Title:

**HANDOVER REPORT**

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;

649 Barangay Banaba, Padre Garcia, Batangas / 0927.918.9062

Further, I certify that the reason of leave indicated herein is true and correct to the best of my knowledge.

XANDRA M. BELENO

Employee

(Signature over Printed Name / Date)

Immediate Head

(Signature over Printed Name / Date)

ARMING G. NOCON

Department Head

(Signature over Printed Name / Date)