

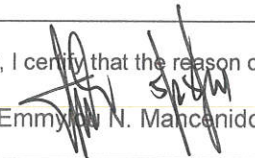

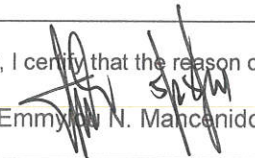

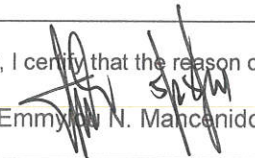



**Subsidiaries and Affiliates**

- |                                   |                                      |  |
|-----------------------------------|--------------------------------------|--|
| <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**

Employee Name: Emmylou N. Mancenido		Date Hired: March 9, 2015			
Department: Treasury		Leave Date/s: May 31, 2024			
Position: Asst. Treasury Manager		Leave Return: June 3, 2024			
Assignment	Classification <b>P</b> – Pending, may wait until I return <b>U</b> – Urgent, need attention while I'm away	Temporary Stand – in (Full Name)	Acknowledge by: (Signature with date)		
1. Canvass NDF swap pts to MBTC and BDO for 30 days for comparison with BPI pts.	U	Daiseree	 c/28/24		
2. Place for 6 days if there's excess funds (5/31/2024 – 6/6/2024)	U	Daiseree			
3. Prepare the Letter of Request for the Reduce of Incoming Charge from MBTC, BDO and BPI.	U	Daiseree			
4. Prepare the LOI for the NDF fixing on 5/31/2024.	U	Daiseree			
5. Follow up MBOS for the enrollment of HWG digital image signature so you can print the checks the approved payments in MRDC & CCC.	U	Deb	 5/28/24		
<p>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;</p> <p>Further, I certify that the reason of leave indicated herein is true and correct to the best of my knowledge.</p> <table border="0"><tr><td> Emmylou N. Mancenido <b>Employee</b> (Signature over Printed Name / Date)</td><td> Esperanza R. Dillera <b>Department Head</b> (Signature over Printed Name / Date)</td></tr></table>				 Emmylou N. Mancenido <b>Employee</b> (Signature over Printed Name / Date)	 Esperanza R. Dillera <b>Department Head</b> (Signature over Printed Name / Date)
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