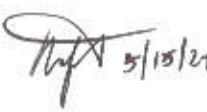
	Subsidiaries and Affiliates		
	<input type="checkbox"/> WGI <input type="checkbox"/> WHI - HO <input type="checkbox"/> WLI <input type="checkbox"/> PRI	<input type="checkbox"/> WHI Carmona <input type="checkbox"/> CCC <input type="checkbox"/> MRDC <input type="checkbox"/> SPAI	<input type="checkbox"/>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

Employee Name: Amery Galang		Date Hired: August 15, 2022	
Department: Billing and Collection Department		Leave Date/s: May 20, 2024	
Position: Billing and Collection Analyst		Leave Return: May 21, 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)
Queries from tenants via email ✓ Payment Reminder ✓ Cash receipts payment received ✓ SOA List Monitoring Utilities – Ongoing ✓ SOA Generation Rental (Q3 2024) – Ongoing <i>La prioritisa</i>	Urgent Pending Urgent Urgent Pending	Niño Faundo	 5/15/24

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;

*Blk 11 Lot 15 Rafaela Himes Makinabang Batinag Bulacan, 09673570439*

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

  
**Amery Galang**  
 Employee  
 (Signature over Printed Name / Date)

  
**Angela Duron**  
 Immediate Head  
 (Signature over Printed Name / Date)

  
**Emelita Ligan**  
 Department Head  
 (Signature over Printed Name)