



## Subsidiaries and Affiliates

WGI

WHI Carmona

FMPI/FMTCC

WHI - HO

CCC

PBI

WLI

MRDC

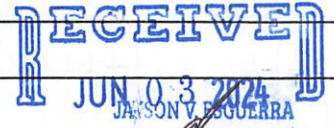
Others:

PRI

SPAI

Form Title:

## OFFICIAL BUSINESS FORM



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

Name: EMMANUEL V. NOVERO JUDE L. ULAN	Department: ITD	Date Filed: 06/03/24	Date of OB: 06/03/24
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## 1 INSTALLATION OF VIDEO CARD &amp; HDMI EXTENDER

Contact Person Contact No. XANDRA BELENO	Destination: WBCC COMMAND CENTER	Time In: 0938H	Time Out: 1129H
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## 2 W TOWER TICKET 188UES

Contact Person Contact No. AMY ANNE TALAGTAG	Destination: WTCC	Time In: 1325H	Time Out: 1613H
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## 3. Purpose:

Contact Person / Contact No.	Destination:	Time In:	Time Out:
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## 4. Purpose:

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

06/03/24  
EMMANUEL NOVERO JUDE ULAN  
06/03/24  
Employee's Signature  
Signature over Printed Name/Date

Approved by:

06/03/24  
Immediate Head / Head of Business Unit  
Signature over Printed Name/Date

Noted by:

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
1. INSTALLATION OF VIDEO CARD AND HDMI EXTENDER FOR WTCC CCTV MONITORING	DONE	Xandra Leah Beleno ITD Department JUN 02 2024
2. TROUBLESHOOTING OF CCTV MONITOR @ ADMIN	] DONE	AMY ANNE D. TALAGTAG 06/03/24
TROUBLESHOOTING OF CCTV CAMERA AT ADMIN		
CHECKING OF PRINTER AND SCANNER		

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:

06/03/24  
Immediate Head / Head of Business Unit