



WGI
WHI - HO
WLI
PRI

WHI Carmona
CCC
MRDC
SPAI

FMPI/FMTCC
PBI
Others:

RECEIVED
MAY 10 2024

Form Title:

OFFICIAL BUSINESS FORM

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

BY: JASON ESGUERRA

Name: <u>CLAN JUDE</u> <u>EMMANUEL NOVERO</u>	Department: <u>ITD</u>	Date Filed: <u>5/10/24</u>	Date of OB: <u>5/10/24</u>
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1. Purpose: CCV CHECKING AT ABU HOUSE

Contact Person / Contact No. <u>SHIELA GASPAS</u>	Destination: <u>FORCES MAKATI</u>	Time In: <u>1440H</u>	Time Out: <u>1650H</u>
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2. Purpose:

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

Approved by:

Noted by:

EMMANUEL NOVERO 5/10/24
Employee's Signature
Signature over Printed Name/Date

CLAN JUDE 5/10/24
Immediate Head / Head of Business Unit
Signature over Printed Name/Date

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. TROUBLESHOOTING OF CAMERA AT GARAGE 3 (DEFECTIVE CAMERA)	DONE	<u>[Signature]</u>

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:

[Signature]
Immediate Head / Head of Business Unit