



Subsidiaries and Affiliates

W
WHI - HO
WLI
PRIWHI Carmona
CCC
MRDC
SPAIFMPI/FMTCC
PBI
Others:

Form Title:

OFFICIAL BUSINESS FORM

RECEIVED
MAY 10 2024

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

BY:

JASON M. ESQUERRA

Name: BERNARD BOHOL EMMANUEL NOVERO JUDE ULAN	Department: ITD	Date Filed: 05-08-24	Date of OB: 05-09-24
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1 CHECKING OF BIOMETRIC PROBLEM

Contact Person / Contact No. MEA ANN VILLANUEVA	Destination: OSI	Time In: 1000H	Time Out: 1230H
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2 CHECKING OF CCTV

Contact Person / Contact No. NIKKA VILLAGANES	Destination: FMTCC	Time In:	Time Out:
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3. Purpose: CHECKING OF INTERNET CONNECTION

Contact Person / Contact No. BERNADETTE JAVIER	Destination: MRDC PLANT	Time In: 1550H	Time Out: 1605H
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4. Purpose:

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

BERNARD BOHOL
EMMANUEL NOVERO
JUDE ULAN
Employee's Signature
05/08/24

Signature over Printed Name/Date

Approved by:

RENZ CHRISTIAN CABATO
Immediate Head / Head of Business Unit

Signature over Printed Name/Date

Noted by:

HR Analyst - Timekeeping
5/10/24

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
3. CHECKING OF INTERNET CONNECTION OF MRDC AND DIAGNOSE THE PROBLEM.	DONE	
1. ACTIVATION OF WINDOW 3 MS OFFICE	DONE	
1. TROUBLESHOOTING OF BIOMETRIC		
1. TROUBLESHOOTING OF VOIP / TELEPHONE		
1. REFORMAT & INSTALLATION OF WINDOW		
1. INSTALL MS OFFICE 2019		
1. RECONNECT THE IP TELEPHONE TO THE USER		
1. INSTALL THE NEW CABLE FOR THE IP TELEPHONE USER		
1. ISSUE RECOMMENDATION FOR THE EMAIL AND MS OFFICE TO BUY		
1. REARRANGED THE RACKMOUNT CONTROL PANEL NETWORK		
1. PROVIDE LCT FOR THE LOCAL OF THE IP TEL.		

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: 5/10/24
RENZ CHRISTIAN CABATO

Immediate Head / Head of Business Unit