



STAFFERS PROVIDER OF ASIA INC.

OFFICIAL BUSINESS FORM

FR-HRD-22rev08

☐ WGI
☐ WHI
☐ MRDC
☐ Others:

SP

(To be submitted 3 days before the scheduled OB)

☐ Training ☐ Plant Visit ☒ XXXX Others

Name

MEA ANN VILLANUEVA

Department

ADMIN

Date Filed

07-Jun-24

Date

07-J

1. PURPOSE

DELIVER MATERIALS AT SUMMIT

Contact Person /

RESTY

Destination :

MANDALUYONG

1:00PM

5:0

Contact No:

2. PURPOSE

Contact Person /

Contact No:

Destination :

IN

MEA ANN VILLANUEVA

Employee's Signature

Authorized by:

MARWIN DEVALID

Admin/Marketing Head

Approved by:

EUFROCIN P. MATURAN

President

Noted by:

MR/Admin

OFFICIAL BUSINESS REPORT

(To be filled out before submitting OB Form)

ITEMIZED ACTIVITIES

DELIVER MATERIALS AT SUMMIT

RESULTS

(Done or Pending)

DONE

SIGNED BY CONTACT P

Note: Failure to accomplish this form completely and correctly shall mean non-payment of any expenses incurred by the emp official.

Immediate Supervisor: Marwin Devalid

Noted by:

