


**Subsidiaries and Affiliates**

- |                                   |                                      |  |
|-----------------------------------|--------------------------------------|--|
| <input type="checkbox"/> WGI      | <input type="checkbox"/> WHI Carmona | <input type="checkbox"/> FMPI/FMTCC    |
| <input type="checkbox"/> WHI - HO | <input type="checkbox"/> CCC         | <input type="checkbox"/> PBI           |
| <input type="checkbox"/> WLI      | <input type="checkbox"/> MRDC        | <input type="checkbox"/> Others: _____ |
| <input type="checkbox"/> PRI      | <input type="checkbox"/> SPAI        |  |

Form Title:

**HANDOVER REPORT**

Employee Name: Patrick Suleiman T. Servigon		Date Hired: 5 July 2021	
Department: International Sales		Leave Date/s: 8 April 2024	
Position: Business Development Executive		Leave Return: 11 April 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)
Checking of emails	U	Arra S. Quimosing	
Handling of orders	U	Arra S. Quimosing	

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:  
+63 905 553 4601

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

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

\_\_\_\_\_  
**Immediate Head**  
(Signature over Printed Name / Date)

  
**Department Head**  
(Signature over Printed Name / Date)