



WGI
WHI - HO
WLI
PRI

WHI Carmona
CCC
MRDC
SPAI

FMPI/FMTCC
PBI
Others:

RECEIVED
MAY 21 2024

Form Title:

OFFICIAL BUSINESS FORM

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

BY: JASON M. BUCQUERRA

Name: JUDE ULAN EMMANUELO	Department: ITD	Date Filed: 05/21/24	Date of OB: 05/21/24
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1. Purpose: WCC CHECKING OF INTERNET CONNECTION			
Contact Person / Contact No. PRINCESS SPALDING	Destination: WCC	Time In: 0930H	Time Out: 1012H
2. Purpose: DELIVERY / DEPLOYMENT OF PC DESKTOP OF AA			
Contact Person / Contact No. AMY ANNE TALAGTAG	Destination: WTCC	Time In: 1625H	Time Out: 1745H
3. Purpose:			
Contact Person / Contact No.	Destination:	Time In:	Time Out:
4. Purpose:			
Contact Person / Contact No.	Destination:	Time In:	Time Out:

Prepared by:

Approved by:

Noted by:

Employee's Signature

Signature over Printed Name/Date

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.) CHECKING AND RESTORATION OF INTERNET CONNECTION AT ADMIN OFFICE	DONE	REY GERAUDING
2.) DELIVERY / DEPLOYMENT OF PC OF AA	DONE	AMY ANNE TALAGTAG

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:

Immediate Head / Head of Business Unit