

	Subsidiaries and Affiliates		
	WGI	WHI Carmona	FMPI/FMTCC
	WHI - HO	CCC	PBI
	WLI	MRDC	Others:
	PRI	SPAI	
Form Title:		OFFICIAL BUSINESS FORM	<div>RECEIVED MAY 31 2024</div>

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

Name: EMMANUEL V. NOVERO JUDE L. ULAN	Department: ITD	Date Filed: 05.31.2024	BY: JASON V. ESQUERRA Date of OB: 05.31.2024
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1 REPLACEMENT OF CCTV CAMERA AT 16TH FLOOR			
Contact Person Contact No. DANNY DEL VALLE	Destination: WTCC	Time In: 1350H	Time Out: 1630H
2			
Contact Person Contact No.	Destination:	Time In:	Time Out:
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:

EMMANUEL V. NOVERO / JUDE L. ULAN  
Employee's Signature  
Signature over Printed Name/Date 05/31/24

[Signature] 5/31/24  
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. REPLACEMENT OF CCTV CAMERA AT 16TH FLOOR	DONE	[Signature] Engr. Danny G. del Valle
TROUBLESHOOTING OF CCTV CAMERA AT BACKYARD	ONGOING	
REPLACEMENT OF UPS (DELIVERY OF NEW UPS)	DONE	

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] 5/31/24 Immediate Head / Head of Business Unit
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