



WGI
WHI - HO
WLI
PRI

WHI Carmona
CCC
MRDC
SPAI

FMPI/FMTCC

PBI

Others:

RECEIVED
MAY 16 2024

Form Title:

OFFICIAL BUSINESS FORM

BY: PSCREDITO

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

Name: EMMANUEL NOVIRO	Department: ITD	Date Filed: 5/16/24	Date of OB: 5/16/24
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1. Purpose: REPLACEMENT OF BATTERY OF UPS			
Contact Person / Contact No. SANDRA BELEND	Destination: WCC	Time In: 1420H	Time Out: 1620H
2. Purpose: CHECKING OF CCTV MONITORING			
Contact Person / Contact No. MONICA CACHUMB	Destination: PRI	Time In: 1632H	Time Out: 1655
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

Immediate Head / Head of Business Unit

HR Analyst - Timekeeping

Signature over Printed Name/Date

Signature over Printed Name/Date

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
- REPLACEMENT OF 7 UNITS BATTERY OF UPS AT COMMAND CENTER PC MONITORING	DONE	X mb 5/16/24
- CHECKING OF MONITOR OF CCTV (RECOMMENDATION: REPLACEMENT)	DONE	J. V. Lopez

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