

	Subsidiaries and Affiliates*		
	WGI	WHI Carmona	FMPI/FMTCC
	WHI - HO	CCC	PBI
	WLI	MRDC	Others:
	PRI	SPAI	

Form Title: **OFFICIAL BUSINESS FORM**

RECEIVED
JUN 05 2024
JASON LEGUERRA
BY: _____

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

Name: Mary Ann Maloloy-on	Department: BCD	Date Filed: June 4, 2024	Date of OB: June 4, 2024
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1. Purpose: Check Pick-up at Splash Corporation; Deposit check at WCC-Security Bank			
Contact Person / Contact No. Janice G. Buenviaje / (02)(08)7714500 loc 1312	Destination: W Highstreet	Time In: 10:17 AM	Time Out: 11:46 AM
2. Purpose:			
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: Mary Ann Maloloy-on
Employee's Signature
Signature over Printed Name/Date

Approved by: Jazzmine Go / Angela Duron
Immediate Head / Head of Business Unit
Signature over Printed Name/Date

Noted by: _____
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
Check Pick-up at Splash Corporation	DONE	<u>into Villanueva</u>

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: <u>Ms. Emelita P. Ligan</u> Immediate Head / Head of Business Unit
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Varela, Eduard (1052)

7:31 AM	11/30/2019 Sa	5:41	5:41	7:31 AM	7:31	5:41	5:41
7:47 AM	12/1/2019 Su	12:16	12:16	7:47 AM	7:47	12:16	12:16
1:10 PM	12/2/2019 Mo	3:11	3:11	6:06 AM	6:06	3:11	3:11
9:41 PM	12/3/2019 Tu			9:41 PM	9:41		
7:08 AM	12/4/2019 We	7:08	7:08	7:08 AM	7:08		
1:41 PM	12/5/2019 Th	1:41	1:41	1:41 PM	1:41		11:04
11:04 PM	12/6/2019 Fr	12:10	12:10	9:59 AM	9:59	12:10	12:10
1:08 PM	12/7/2019 Sa	11:01	11:01	1:46 PM	1:46	11:01	11:01
5:11 AM	12/8/2019 Su	5:11	5:11	8:08 AM	8:08	5:11	5:11
6:41 AM	12/9/2019 Mo	12:22	12:22	6:41 AM	6:41	12:22	12:22
3:22 PM	12/10/2019 Tu			3:22 PM	3:23		
9:46 PM	12/11/2019 We			9:46 PM	9:46		
7:00 AM	12/12/2019 Th	7:00	7:00	7:00 AM	7:00	2:28	2:28
11:29 PM	12/13/2019 Fr	10:51	10:51	11:29 PM	11:29		
2:45 PM	12/14/2019 Sa			2:45 PM	2:45		
12:58 AM	12/15/2019 Su	12:58	12:58	12:58 AM	12:58	9:38	9:38
9:38 AM	12/16/2019 Mo			9:38 AM	9:38		