

WBGC	Form Number: FR-HRD-014	Revision Number: 00	Effectivity Date: May 2, 2019
	Form Title: OFFICIAL BUSINESS FORM		

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

Company: ☐ WLI ☐ PRI ☒ FMTCC
 Purpose: ☐ Training ☐ Others

Name: NIKKA VILLAGANES	Department: FMTCC	Date Filed: 6/11/24	Date of OB: 6/11/24
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1. Purpose: Mancom @ 2024			
Contact Person / Contact No. JASON ELAQUERRA	Destination: DTA	Time In: 1355	Time Out: 0845H
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:

Approved by:

Noted by:

JAMES VITAL

NIKKA VILLAGANES

NIKKA VILLAGANES / CRISANTO DELA CRUZ

Employee's Signature

Immediate Head / Head of Business Unit

HR Analyst - Timekeeping

OFFICIAL BUSINESS REPORT (Itemized Activities to be filled out before submitting OB Form)		
ITEMIZED ACTIVITIES	RESULTS (DONE OR PENDING)	SIGNED BY CONTACT PERSON
Mancom @ 2024		JASON ELAQUERRA 06-11-24

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: NIKKA VILLAGANES / CRISANTO DELA CRUZ Immediate Head / Head of Business Unit
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