

	Subsidiaries and Affiliates		
	<input type="checkbox"/> WGI <input type="checkbox"/> XX WHI - HO <input type="checkbox"/> WLI <input type="checkbox"/> PRI	<input type="checkbox"/> WHI Carmona <input type="checkbox"/> CCC <input type="checkbox"/> MRDC <input type="checkbox"/> SPAI	<input type="checkbox"/> FMPI/FMTCC <input type="checkbox"/> PBI <input type="checkbox"/> Others: _____
Form Title: <b>HANDOVER REPORT</b>			

Employee Name: Esperanza R. Dillera	Date Hired: Aug 16, 1988
Department: Treasury	Leave Date/s: June 11, 2024
Position: VP-Treasury	Leave Return: June 13, 2024

Assignment	Classification  P – Pending, may wait until I return U – Urgent, need attention while I'm away	Temporary Stand – in  (Full Name)	Acknowledge by:  (Signature with date)
1. Forward before lunch all urgent documents & reports due for submission on mentioned leave dates.	U	Treasury Team	<i>[Signature]</i> 6/10/24 <i>[Signature]</i> 6/10/24
2. Will be approving <b>on-line payment</b> at 11am & 3pm.	U	Treasury Team	<i>[Signature]</i> 6/10/24 <i>[Signature]</i> 6/10/24
3. 6/11/24 <b>EUR FWD Settle / Extend WHI NAT96 EUR126,750.</b> <i>1 Month</i>	U	Ems	<i>[Signature]</i> 6/10/24 <i>[Signature]</i> 6/10/24

I fully understand that I am expected to report for work after the end of date/time I indicated herein. In the event that I am unable to return to W Group or any of its affiliate and be unavailable for work on the indicated date, for reason beyond my control, I will notify my Department Head / Immediate Supervisor by telephone, cellular phone or email. My contact address and contact number while on leave is;

Further, I certify that the reason of leave indicated herein is true and correct to the best of my knowledge.

<i>[Signature]</i> 6/10/24 Esperanza R. Dillera _____ Employee (Signature over Printed Name / Date)	<i>[Signature]</i> 6/10/24 Gilbert Chua _____ Immediate Head (Signature over Printed Name / Date)	John L. Wee _____ Department Head (Signature over Printed Name / Date)
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