



WGI
WHI - HO
WLI
PRI

WHI Carmona
CCC
MRDC
SPAI

FMPI/FMTCC
PBI
Others:

RECEIVED
MAY 20 2024

Form Title:

OFFICIAL BUSINESS FORM

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

BY: JASON V. SUERRA

Name: EMMANUEL NOVERO ULAN JUDE	Department: ITD	Date Filed: 05/20/24	Date of OB: 05/20/24
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1. Purpose: CHECKING OF PC DESKTOP OF AA			
Contact Person / Contact No. AMY ANNE TALAGTAG	Destination: WECC	Time In: 1020H	Time Out: 1149H
2. Purpose: CHECKING OF CCTV MONITORING OF RECEPTION/ LOBBY			
Contact Person / Contact No. CELINA UYAMAM	Destination: WGC	Time In:	Time Out: 1608H
3. Purpose: CHECKING OF PRINTER CONNECTION			
Contact Person / Contact No.	Destination: WOI	Time In: 1620H	Time Out: 1713H
4. Purpose:			
Contact Person / Contact No.	Destination:	Time In:	Time Out:

Prepared by:

Approved by:

Noted by:

EMMANUEL NOVERO / ULAN JUDE
Employee's Signature 05/20/24
Signature over Printed Name/Date

Approved by: [Signature]
Immediate Head / Head of Business Unit
Signature over Printed Name/Date

Noted by: [Signature]
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.) CHECKING OF PC DESKTOP OF AA USD CARD CANNOT BE READ - PC WAS PULLED OUT TO HEAD OFFICE	PENDING	-
2.) CHECKING OF CCTV MONITORING GATHERING OF ASSET TAG OF IT ASSETS	DONE	Celina Justine A. Uyamam Administrative Assistant
3.) CHECKING OF PRINTER CONNECTION WINDOW ACTIVATION / ASSET INVENTORY	DONE	Anthony [Signature] 5/20/24

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: [Signature] Immediate Head / Head of Business Unit
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