



STAFFERS PROVIDER OF ASIA INC.

OFFICIAL BUSINESS FORM

FR-HRD-22rev08

☐ WGI
☐ WHI
☐ MRDC
☐ Others:

SPAI

(To be submitted 3 days before the scheduled OB)

☐ Training ☐ Plant Visit ☒ XXXX Others

Name MEA ANN VILLANUEVA	Department ADMIN	Date Filed 30-May-24	Date of OB 30-May-24
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1. PURPOSE
PICK UP DRY SEAL/ DEPOSIT BDO/CANVAS OF NEEDS MATERIALS AT SUMMIT

Contact Person / Contact No: RETTY	Destination : MANDALUYONG	1:34 PM	3:30 PM
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2. PURPOSE

Contact Person / Contact No:	Destination :	IN	OUT
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 MEA ANN VILLANUEVA Employee's Signature	Authorized by: MARWIN DEVALID Admin/Marketing Head	Approved by: EUFROCIN M. MATURAN President	Noted by: _____ MR/Admin
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OFFICIAL BUSINESS REPORT

(To be filled out before submitting OB Form)

ITEMIZED ACTIVITIES	RESULTS (Done or Pending)	SIGNED BY CONTACT PERSON
PICK UP DRY SEAL/ DEPOSIT BDO/CANVAS OF NEEDS MATERIALS AT SUMMIT	DONE	

Note: Failure to accomplish this form completely and correctly shall mean non-payment of any expenses incurred by the employee and will not be honored as official.

Immediate Supervisor:
Marwin Devalid

Noted by:

PICK UP DRY SEAL AT CALOOCAN



DEPOSIT CHECK AT BDO



CANVAS HOLE SAW & AUTOMOTIVE LEQUER

