	Form Number: FR-HRD-015	Revision Number: 00	Effectivity Date: May 2, 2019
	Form Title: OFFSETTING FORM		

***** FOR SUPERVISOR AND MANAGER ONLY *****
***** TO BE SUBMITTED BEFORE THE DATE OF OFFSET *****

Company: ☐ WLI ☐ PRI ☐ FMTCC


NAME Bea Bernardino	POSITION IA Manager
DEPARTMENT IA	DEPARTMENT HEAD NAME Richsel Villaverde

I. Offsetting Hours

OFFSET DETAILS		
DATE APPLIED: June 6, 2024	DATE OF OFFSETTING HOURS: April 7 & 10, 2024	NO. OF HOURS: 2 hours
WORKS TO BE DONE		
Review of Income accounts (Units & Parking Contracts vs WFP)		
JUSTIFICATIONS:		
<input checked="" type="checkbox"/> Works to be done is URGENT <input type="checkbox"/> Emergency cases: please specify _____ <input type="checkbox"/> Work is required immediately by higher authority <input type="checkbox"/> Increase of work load due to absent employee <input type="checkbox"/> Client Visit <input checked="" type="checkbox"/> Audit		
Conformed: Bea Bernardino 6/6/24 Employee Signature	Authorized by: Richsel Villaverde Department Head	Approved by: Cris Dela Cruz Head of Business Unit

II. Offsetting Leave

OFFSETTING HOURS CONFIRMATION		
Are works to be done accomplished? If yes, list down the results. If not, state the reason:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	ACTUAL TIME: Total OT Hours: 30.20 hrs Less: April 30 (4) May 27 22 1/2 (16) Remaining 10.20 hrs
Compared WP vs Actual Contracts (Units & Parking) - BGH		
OFFSETTING LEAVE REQUEST		
OFFSET LEAVE DATE: June 11, 2024 (2 hours only)		
Verified by: Richsel Villaverde Department Head	Noted by: _____ HR Analyst - Timekeeping	

	Form Number:	Revision Number:	Subsidiaries and Affiliates		
	TP-BPD-006	00	<input type="checkbox"/> WGI	<input type="checkbox"/> WHI Carmona	<input type="checkbox"/> FMPI/FMTCC
	Effective Date:	Page:	<input type="checkbox"/> WHI - HO	<input type="checkbox"/> CCC	<input type="checkbox"/> PBI
	August 25, 2022	1 of 2	<input type="checkbox"/> WLI	<input type="checkbox"/> MRDC	<input type="checkbox"/> Others: _____
			<input type="checkbox"/> PRI	<input type="checkbox"/> SPAI	
Form Title: PROBLEM SOLVING FORM					

Department:	Internal Audit Department	Date:	April 18, 2024
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ISSUE:	Request for an extension of Offsetting Leaves (R. Villaruel and B. Bernardino)
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DISCUSSION:	<p>In line with our rendered overtime (OT) during the FS and ITR preparation, may we request for an extension of our offsetting leaves. Based on ADM-HRD-24.18 Offsetting, it should be applied within 15 days from the rendered overtime, however, we still need to prepare and review the Notes to FS as well as the pending reports that were not prioritized due to BIR deadlines.</p> <p>A. Policy:</p> <ol style="list-style-type: none"> To be applied within 15 days after the actual OT, otherwise, it shall be forfeited. For OT of more than 9.5 hours, it shall be filed on a whole-day basis. <p>4.5 If the total overtime hours of the employee is less than or equal to 9.5 hours, it shall be used in one time filing of Offsetting Leave (see table below for reference).</p> <table border="1"> <thead> <tr> <th>Total Overtime Hours</th> <th>Offsetting Leave - Day 1 (allowable hours to offset)</th> <th>Offsetting Leave - Day 2 (allowable hours to offset)</th> <th>Offsetting Leave - Day 3 (allowable hours to offset)</th> </tr> </thead> <tbody> <tr> <td>2 - 9.5 hours</td> <td>2 - 9.5</td> <td>0</td> <td>0</td> </tr> <tr> <td>10 hours</td> <td>9.5</td> <td>0.5</td> <td>0</td> </tr> <tr> <td>19 hours</td> <td>9.5</td> <td>9.5</td> <td>0</td> </tr> <tr> <td>22 hours</td> <td>9.5</td> <td>9.5</td> <td>3</td> </tr> <tr> <td>28.5 hours</td> <td>9.5</td> <td>9.5</td> <td>9.5</td> </tr> </tbody> </table> <p>B. Actual OT Rendered:</p> <table border="1"> <thead> <tr> <th rowspan="2">Date</th> <th colspan="2">No. of OT Hours</th> </tr> <tr> <th>R. Villaruel</th> <th>B. Bernardino</th> </tr> </thead> <tbody> <tr> <td>03/28/2024</td> <td>9.50</td> <td>9.50</td> </tr> <tr> <td>04/03/2024</td> <td>6.07</td> <td>3.22</td> </tr> <tr> <td>04/07/2024</td> <td>9.50</td> <td>7.98</td> </tr> <tr> <td>04/10/2024</td> <td>9.50</td> <td>9.50</td> </tr> <tr> <td>04/12/2024</td> <td>5.70</td> <td>-</td> </tr> <tr> <td>Total</td> <td>40.27</td> <td>30.20</td> </tr> </tbody> </table> <p>C. Requests:</p> <ol style="list-style-type: none"> To be applied until June 30, 2024. Have the option to use it on a half-day basis. 	Total Overtime Hours	Offsetting Leave - Day 1 (allowable hours to offset)	Offsetting Leave - Day 2 (allowable hours to offset)	Offsetting Leave - Day 3 (allowable hours to offset)	2 - 9.5 hours	2 - 9.5	0	0	10 hours	9.5	0.5	0	19 hours	9.5	9.5	0	22 hours	9.5	9.5	3	28.5 hours	9.5	9.5	9.5	Date	No. of OT Hours		R. Villaruel	B. Bernardino	03/28/2024	9.50	9.50	04/03/2024	6.07	3.22	04/07/2024	9.50	7.98	04/10/2024	9.50	9.50	04/12/2024	5.70	-	Total	40.27	30.20
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OPTION 1:	Approve the requests.
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OPTION 2:	Disapprove the requests.
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RECOMMENDATION:	Option 1
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Prepared By: <i>Bea Bernardino</i> Bea Bernardino / Richsel Villaruel IA Manager / Group Audit Head	Checked By: <i>Cris Dela Cruz</i> Cris Dela Cruz Chief of Staff	Approved By: <i>Wee Lee Hiong</i> Wee Lee Hiong Chairman
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