
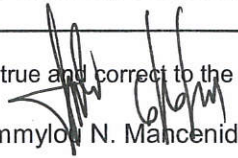
	Subsidiaries and sites		
	<input type="checkbox"/> WGI <input type="checkbox"/> WHI - HO <input type="checkbox"/> WLI <input type="checkbox"/> PRI	<input type="checkbox"/> WHI Carmona <input type="checkbox"/> CCC <input type="checkbox"/> MRDC <input type="checkbox"/> SPAI	<input type="checkbox"/> FMPI/FMTCC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

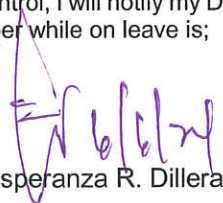
Employee Name: DAISEREE LARA		Date Hired: JUNE 04, 2018	
Department: TREASURY		Leave Date/s: JUNE 10, 2024	
Position: TREASURY OFFICER		Leave Return: JUNE 11, 2024	
Assignment	Classification P – Pending, may wait until I return U – Urgent, need attention while I'm away	Temporary Stand – in (Full Name)	Acknowledge by: (Signature with date)
1. Advise reference rate (USD and EURO), inward remittances (if any) and check beginning bank balances of WHI, CCC, MRDC, PBI & PBIR. 2. Update released & cleared checks to disbursement monitoring; Update list of uncleared and checks for release for funding. 3. Please prepare WHI LOI for EUR-USD Forward Rollover with BPI – BKG 80 <i>* Ensure ontime filing of PBI 2024 GIS, due on 6/13/2024</i>	U U U	Deborah Macapagal-Macas	 6/6/24

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;
09537808736

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


 Daisere M. Lara
 6/6/2024
Employee
 (Signature over Printed Name / Date)


 Emmylou N. Mancenido
Immediate Head
 (Signature over Printed Name / Date)


 Esperanza R. Dillera
Department Head
 (Signature over Printed Name / Date)