

**FIRST MARCEL TOWER CONDOMINIUM CORPORATION**

926 G. Araneta Talayan Village Quezon City

Telephone No.: 7216-7504

Email: fmtcc@wgroup.com.ph

- ☐ WGI
☐ JCI
☐ WTCC
☒ FMTCC
☐ Others; _____

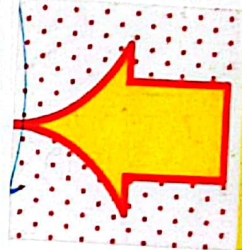
APPLICATION FOR LEAVE OF ABSENCE AND UNDERTIME

SURNAME	GIVEN NAME	M.I.	EMPLOYEE NO.	POSITION				
VILLAGANES	NIKKA	R.	A295622	BM				
NATURE	DURATION OF LEAVE			DATE HIRED				
With Pay: <input type="checkbox"/> Vacation Leave <input checked="" type="checkbox"/> Sick Leave <input type="checkbox"/> Paternity Leave / <input type="checkbox"/> Maternity Leave Without Pay: <input type="checkbox"/> Emergency Leave <input type="checkbox"/> Authorized Absence <input type="checkbox"/> Others:	BEGIN DATE :	END DATE:	TOTAL # OF DAYS <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	AUTHORIZATION <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED Remarks: _____ Department Head CRISANTO DELA CRUZ Head of Business Unit TO BE FILLED UP BY HRD SL VL Balance before this leave <table border="1"><tr><td></td><td></td></tr></table> Balance after this leave <table border="1"><tr><td></td><td></td></tr></table> w/ pay <input type="checkbox"/> w/o pay <input type="checkbox"/> NOTED AND VERIFIED BY: _____ PAYROLL ACCOUNTANT				
	16-May-24	16-May-24	1 day					
	DATE OF RETURN:							
DATE OF UNDERTIME: No pay for all undertime								
BEGIN TIME:	END TIME:	TOTAL # OF TIME: <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.						
0700H	1730H							
REASON: To take my son to a dental clinic. / Took my son to his dentist.								
I fully understand that I am expected to report for work after the end date/time I indicated herein. Date of leave or time of undertime other than what is approved shall be considered UNAUTHORIZED. 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 W Group Inc or any of its affiliate by telephone, cellular phone or letter at my expense. My contact address and contact number while on leave is: _____								
Further, I certify that the reason of leave/ undertime indicated herein is true and correct to the best of my knowledge.								
NIKKA VILLAGANES Employee Signature		17-May-24 Date Filed						

Sir CRD,

For your kind approval on
employment & WPRO pd. please.

Thank you Sir.



Chairman Wee

last seen today at 7:22 AM



res

I also told mara yun mga itd related items

Doon nalang sa storeroom sa wfa para madali ma check

How is repair freight elevator?

5:35 PM

Chairman, Sir.

Would like to ask permission to file for an EL tomorrow po
Sir dahil magpapabunot po kami ng tooth ng son ko which
causes him restless nights po. I am online and will keep in
touch with my team po.

Thank you Sir for your kind consideration.

9:20 PM ✓✓

Ok approved

9:49 PM