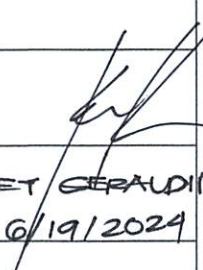
	<b>Subsidiaries and Affiliates</b>		
	<input type="checkbox"/> WGI <input type="checkbox"/> WHI - HO <input checked="" type="checkbox"/> WLI <input type="checkbox"/> PRI	<input type="checkbox"/> WHI Carmona <input type="checkbox"/> CCC <input type="checkbox"/> MRDC <input type="checkbox"/> SPAI	<input type="checkbox"/> FMPI/FMTCC <input type="checkbox"/> PBI <input type="checkbox"/> Others: _____
<b>Form Title:</b> <span style="float: right;"><b>HANDOVER REPORT</b></span>			

<b>Employee Name:</b> MA. AU TRIXIA CERENO	<b>Date Hired:</b> FEBRUARY 1, 2024
<b>Department:</b> BMO - WCC	<b>Leave Date/s:</b> JUNE 23, 2024
<b>Position:</b> BUILDING ENGINEER	<b>Leave Return:</b> JUNE 25, 2024

Assignment	Classification	Temporary Stand – in	Acknowledge by:
	<b>P – Pending</b> , may wait until I return <b>U – Urgent</b> , need attention while I'm away	(Full Name)	(Signature with date)
1. DAILY MONITORING OF ALL EQUIPMENTS	U	ENGR. REY GERALDINO JR.	 REY GERALDINO 6/19/2024
2. SBS WORK ORDERS	U	ENGR. REY GERALDINO JR.	
3. PREVENTIVE MAINTENANCE OF SCHEDULED EQUIPMENTS (IF ANY)	U	ENGR. REY GERALDINO JR.	
4. ASSIST 3 <sup>RD</sup> PARTY CONTRACTORS TOGETHER WITH DUTY BE/ABM/BM	U	ENGR. REY GERALDINO JR.	
5. HELICOPTER LANDING AND TAKE-OFF	U	ENGR. REY GERALDINO JR.	
6. THERMAL SCANNING MONITORING FOR Tx-01, Tx-02, MCB-01, MCB-02	U	ENGR. REY GERALDINO JR.	
7. GENSET TEST RUN	U	ENGR. REY GERALDINO JR.	

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;  
09176259498 - VIBER.

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

  
 ENGR. MA. AU TRIXIA CERENO  
 Employee  
 (Signature over Printed Name / Date)

  
 ENGR. ARTURO ALVEZO III  
 Immediate Head  
 (Signature over Printed Name / Date)

  
 ENGR. JAYSON TUMBALI  
 Department Head  
 (Signature over Printed Name / Date)