
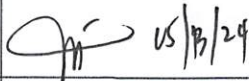
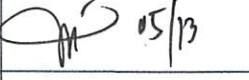
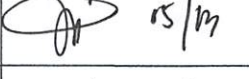

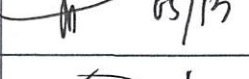
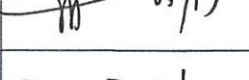
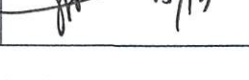
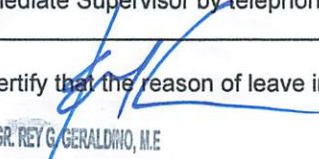
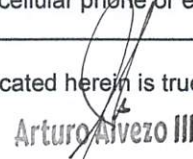
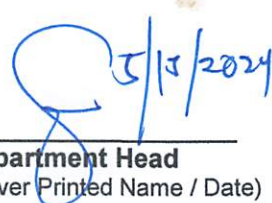


Employee Name: REY GERALDINO		Date Hired: AUGUST 08, 2022	
Department: WCC - BMO		Leave Date/s: May 19, 2024	
Position: BUILDING ENGINEER		Leave Return: May 20, 2024	
Assignment	Classification P – Pending, may wait until I return U – Urgent, need attention while I'm away	Temporary Stand – in (Full Name)	Acknowledge by: (Signature with date)
1. DAILY MONITORING AND OCCULAR INSPECTION OF EQUIPMENT FUNCTIONALITY	U	Ma Au Trixia Cereno	 05/13/24
2. DISPATCHING OF WORK ORDERS TO MST	U	Ma Au Trixia Cereno	 05/13/24
3. CLOSURE OF WORK ORDERS AND PREVENTIVE MAINTENANCE IN SBS	U	Ma Au Trixia Cereno	 05/13
4. PROVIDING ASSISTANCE TO TENANT'S CONCERNS	U	Ma Au Trixia Cereno	 05/13
5. GENERATE PR'S (IF ANY)	U	Ma Au Trixia Cereno	 05/13
6. ASSISTING AND PROVIDING DATA TO OTHER DEPARTMENT (EX. PROCUREMENT, ETC.)	U	Ma Au Trixia Cereno	 05/13
7. THERMAL SCANNING MONITORING FOR Tx-01, MCB-01	U	Ma Au Trixia Cereno	 05/13
8. ISO AUDIT CONCERNS	U	Ma Au Trixia Cereno	 05/13
<p>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;</p> <p>Further, I certify that the reason of leave indicated herein is true and correct to the best of my knowledge.</p>			
 ENGR. REY G. GERALDINO, M.E. Employee (Signature over Printed Name / Date)		 Arturo Aivezo III Immediate Head (Signature over Printed Name / Date)	
		 05/13/2024 Department Head (Signature over Printed Name / Date)	