All Manager	Form Number:	Revision Number:	met or Su	Su	bsidiar	ies and Affiliates	anale.	4364 Jep.
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Group Inc.	Effective Date:	Page:		WLI	□ N	IRDC		Others:
	August 25, 2022	1 of 2		PRI		PAI		
	August 25, 2022	1012						
rm Title:	Disapprove th	PROBLE	/I SOLVI	NG FORM				
epartment:	Internal Audit D	epartment		Da	te:	April 18, 202	4	
SSUE:	Request for	an extension o	ng Leaves (R. Vi	llaruel and B.	Ber	rnardino)	
SCUSSION:	extension of o	rendered overting ur offsetting leave	s. Based o	on ADM-HRD-	24.18	Offsetting, it s	hou	ld be applie
		s from the render well as the pend						
	1000							
	A. Policy:	28034 1 810						
	and the second of the second o	applied within 15	And the second second					reited.
		T of more than 9.5						
		the total overtime hours of t fisetting Leave (see table belo			5 hours, it	shall be used in one time	filing o	·f
			Leave - Day 1	Offsetting Leave -	Day 2	Offsetting Leave - Day	3	
	Participant Control of the Control o	ertime Hours (allowable	hours to offset)	(allowable hours to		(allowable hours to offse		
	CONTRACTOR OF THE PARTY OF THE		9.5	0		0	-	
		10 hours	9.5	0.5		0	-	
		19 hours	9.5	9.5		U		
	-	221	0.5	0.5		2	1	
		22 hours	9.5	9.5		3	- 5	-
		22 hours 28.5 hours	9.5 9.5	9.5 9.5		3 9.5	15	
				-			15	
		Rendered:	9.5	9.5			15	
	B. Actual OT	Rendered:		9.5			15	
	B. Actual OT	Rendered:	9.5 of OT Hou	9.5	u par		1/5	
	B. Actual OT	Rendered:	of OT Housel B. Ber	9.5	s and		1	
	B. Actual OT	Rendered: No. R. Villaru	of OT Housel B. Ber	9.5 Irs rnardino 0.50 0.22	2,000 T		1	
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	B. Actual OT 03/2 04/0 04/0 04/1	Rendered: No. R. Villaru 8/2024 9.50 3/2024 6.07 7/2024 9.50 0/2024 9.50	of OT Housel B. Ber	9.5 Irs rnardino 0.50 0.22 0.98		9.5		
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	B. Actual OT 03/2 04/0 04/1 04/1 Total	Rendered: No. R. Villaru 8/2024 9.50 3/2024 6.07 7/2024 9.50 0/2024 9.50 2/2024 5.70 40.27	9.5 of OT Housel B. Ber 9 3 7 9 30	9.5 Irs rnardino 0.50 0.22 0.98 0.50		hole day basis	e ton	
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esne.	B. Actual OT 03/2 04/0 04/0 04/1 Total C. Requests: 1. To be 2. Have	Rendered: No. R. Villaru 8/2024 9.50 3/2024 6.07 7/2024 9.50 0/2024 9.50 2/2024 5.70 applied until June the option to use	9.5 of OT Housel B. Ber 9 33 7 9 30 230, 2024.	9.5 Irs rnardino 0.50 0.22 0.98 0.50 - 0.20		ill meed to prepare to the property of shall be property to the property of th		nd rehalt 1
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OPTION 2:	B. Actual OT O3/2 04/0 04/0 04/1 Total C. Requests: 1. To be 2. Have Disapprove the recommendation of	Rendered: No. R. Villaru 8/2024 9.50 3/2024 6.07 7/2024 9.50 0/2024 9.50 2/2024 5.70 applied until June the option to use	9.5 of OT Housel B. Ber 9 33 7 9 30 230, 2024.	9.5 Irs rnardino 0.50 0.22 0.98 0.50 - 0.20		ill meed to prepare to the property of shall be property to the property of th		nd rehalt 1
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Prepared By: Bea Bernardin	B. Actual OT O3/2 04/0 04/0 04/1 Total C. Requests: 1. To be 2. Have Disapprove the recommendation of	Rendered: No. R. Villart 8/2024 9.50 3/2024 6.07 7/2024 9.50 0/2024 9.50 2/2024 5.70 40.27 applied until June the option to use equests.	9.5 of OT Housel B. Ber 9 33 7 9 30 230, 2024.	9.5 Irs rnardino 0.50 0.22 0.98 0.20 -day basis.	CIDE	9.5 Proved By: Wee L	n h	iong



INITIAL REPORT

Richsel Villaruel

Cut-off Date	04/10/24	Export •							
Log Date	shift	Day Type	Absent	Log In	Log Out	REG HRS	Late	Undertime	Payable OT
03/26/2024	9 00 AM - 6	REG	0	8 38 AM	9:04 PM	8.00	0.00	0.00	0 -
03/27/2024	9:00 AM - 6	REG	0	8 26 AM	9:51 PM	8.00	0.00	0.00	0
03/28/2024	9:00 AM - 6:	LH	0	8:14 AM	7.30 PM	11 27	0.00	0.00	0

04/02/2024	2-00 Am-0	WEG.	0.0	T. TO ASI	2 1111111	5.12	0.00	0.00	0
04/03/2024	9:00 AM - 6	REG	0	8:22 AM	11 26 PM	8 00	0.00	0.00	0
04/06/2024	REST DAY	RST	0			0.00	0.00	0.00	0
04/07/2024	REST DAY	RST	0	9:48 AM	8:20 PM	0.00	0.00	0.00	0
04/08/2024	9 00 AM - 6	REG	0	8 08 AM	9:06 PM	8 00	0.00	0.00	0
04/09/2024	9 00 AM - 6	LH	0			8.00	0.00	0.00	0
04/10/2024	9 00 AM - 6	LH	0	8.38 AM	8:32 PM	11 90	0.00	0.00	0 4

Attendance List									
Cut-off Date:	04/25/24							EXPO	rt • Print Re
Log Date	shift	Day Ty	pe Absent	Log In	Log Out	REG HRS	Late	Undertime	Payable O'
04/11/2024	9 00 AM - 6	REG	0	8 52 AM	11 34 PM	8.00	0.00	0.00	0
04/13/3034	9 00 AM - 6	REG	0	8:26 AM	7:37 PM	8.00	0.00	0.00	0

Bea Bernardino

Attendance List									
Cut-off Date	04/10/24	Export -							
Log Date	shift	Day Type	Absent	Log In	Log Out	REG HRS	Late	Undertime	Payable OT
03/28/2024	9:00 AM - 6:	LH	0	8:35 AM	7:30 PM	10.92	0.00	0.00	0
03/29/2024	9:00 AM - 6	LH	0			8.00	0.00	0.00	0
03/30/2024	REST DAY	RST	0			0.00	0.00	0.00	0
03/31/2024	REST DAY	RST	0			0.00	0.00	0.00	0
04/01/2024	9:00 AM - 6	REG	0	8:18 AM	8:16 PM	8.00	0.00	0.00	0
04/02/2024	9:00 AM - 6:	REG	0	8:11 AM	7:29 PM	8.00	0.00	0.00	0
04/03/2024	9:00 AM - 6:	REG	0	8.22 AM	9:35 PM	8.00	0.00	0.00	0

Attendance Lis	t								
Cut-off Date:	04/10/24	Export •							
Log Date	shift	Day Type	Absent	Log In	Log Out	REG HRS	Late	Undertime	Payable OT
U4/U3/2U24	J.00 Am - 0	NEO		U.44 MW	J.00 1 W	0.00	0.00	0.00	
04/04/2024	9:00 AM - 6:	REG	0	8:28 AM	8:10 PM	8.00	0.00	0.00	0
04/05/2024	9.00 AM - 6	REG	0	8:21 AM	9:29 PM	8.00	0.00	0.00	0
04/06/2024	REST DAY	RST	0			0.00	0.00	0.00	0
04/07/2024	REST DAY	RST	0	8.49 AM	5.48 PM	0 00	0.00	0.00	0
04/08/2024	9:00 AM - 6:	REG	0	8:30 AM	9:06 PM	8.00	0.00	0.00	0
04/09/2024	9:00 AM - 6:	LH	0			8.00	0 00	0.00	0
04/10/2024	9:00 AM - 6:	LH	0	9:02 AM	8:34 PM	11.53	0.00	0.00	0

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