



## Subsidiaries and Affiliates

WGI

WHI Carmona

FMPI/FMTCC

WHI - HO

CCC

PBI

WLI

MRDC

Others:

PRI

SPAI

**RECEIVED**  
**JUN 11 2024**  
JASON RESGUERRA

Form Title:

## OFFICIAL BUSINESS FORM

\*\*\*\*\* TO BE SUBMITTED 1 DAY BEFORE THE SCHEDULED OB \*\*\*\*\*

BY: \_\_\_\_\_

Name: ULAN JUDE L. EMMANUEL DAVERO	Department: ITD	Date Filed: 06-11-2024	Date of OB: 06-11-2024
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1 PULL OUT &amp; DELIVERY OF LAPTOP

Contact Person Contact No. ANTHONY MAGANGKAY	Destination: WOI	Time In: 0940H	Time Out: 1220H
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2 CHECKING OF CCTV DVR

Contact Person Contact No. AMY ANNE TALAGTAG	Destination: WTCC	Time In: 1451H	Time Out: 1545H
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3. Purpose: DISCUSSION REGARDING ADDITIONAL CCTV CAMERAS

Contact Person / Contact No. JUN AGOT	Destination: WGC	Time In: 1600H	Time Out: 1725H
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4. Purpose:

Contact Person / Contact No.	Destination:	Time In:	Time Out:
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Prepared by:

EMMANUEL DAVERO  
JUDE L. ULAN 6/11/24

Employee's Signature

Signature over Printed Name/Date

Approved by:

6/11/24  
R. P. Magangkay

Immediate Head / Head of Business Unit

Signature over Printed Name/Date

Noted by:

HR Analyst - Timekeeping

Signature over Printed Name/Date

OFFICIAL BUSINESS REPORT (Itemized Activities to be filled out before submitting OB Form)		
ITEMIZED ACTIVITIES	RESULTS (DONE OR PENDING)	SIGNED BY CONTACT PERSON
1. PULL OUT OF OLD LAPTOP FOR CHECKING DELIVERY AND DEPLOYMENT OF NEW LAPTOP	DONE	[Signature]
TRANSFER OF FILES FROM OLD LAPTOP TO NEW LAPTOP	DONE	
CONNECTION OF LAPTOP TO PRINTER	ON-GOING	
2. CHECKING, RESTARTING, & TROUBLESHOOTING OF CCTV DVR	DONE	[Signature] AMY ANNE D. TALAGTAG
INSTALLATION & CONNECTION OF PRINTER TO BE'S LAPTOP	DONE	
3. DISCUSSION REGARDING PROPOSED CCTV CAMERAS	DONE	[Signature]
CONNECTION OF PRINTER TO ABA PC	DONE	

Note: OB Form must be submitted 2 days after with attached report/minutes. Failure to accomplish this form completely shall mean non-payment of any expenses incurred by the employee and shall not be honored as official.

Approved by:

6/13/24  
Immediate Head / Head of Business Unit