

	Form Number:	Revision Number:	Subsidiaries and Affiliates		
	TP-BPD-006	00	<input type="checkbox"/> WGI	<input type="checkbox"/> WHI Carmona	<input type="checkbox"/> FMPI/FMTCC
	Effective Date:	Page:	<input type="checkbox"/> WHI - HO	<input type="checkbox"/> CCC	<input type="checkbox"/> PBI
	August 25, 2022	1 of 2	<input type="checkbox"/> WLI	<input type="checkbox"/> MRDC	<input type="checkbox"/> Others:
			<input type="checkbox"/> PRI	<input type="checkbox"/> SPAI	
Form Title: <b>PROBLEM SOLVING FORM</b>					

Department:	Internal Audit Department	Date:	April 18, 2024
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ISSUE:	<b>Request for an extension of Offsetting Leaves (R. Villaruel and B. Bernardino)</b>
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DISCUSSION:	<p>In line with our rendered overtime (OT) during the FS and ITR preparation, may we request for an extension of our offsetting leaves. Based on <b>ADM-HRD-24.18 Offsetting</b>, it <b>should be applied within 15 days from the rendered overtime</b>, however, we still need to prepare and review the Notes to FS as well as the pending reports that were not prioritized due to BIR deadlines.</p> <p><b>A. Policy:</b></p> <ol style="list-style-type: none"> <li>To be applied within 15 days after the actual OT, otherwise, it shall be forfeited.</li> <li>For OT of more than 9.5 hours, it shall be filed on a whole-day basis.</li> </ol> <p>4.5 If the total overtime hours of the employee is less than or equal to 9.5 hours, it shall be used in one time filing of Offsetting Leave (see table below for reference).</p> <table border="1"> <thead> <tr> <th>Total Overtime Hours</th> <th>Offsetting Leave – Day 1 (allowable hours to offset)</th> <th>Offsetting Leave – Day 2 (allowable hours to offset)</th> <th>Offsetting Leave – Day 3 (allowable hours to offset)</th> </tr> </thead> <tbody> <tr> <td>2 – 9.5 hours</td> <td>2 – 9.5</td> <td>0</td> <td>0</td> </tr> <tr> <td>10 hours</td> <td>9.5</td> <td>0.5</td> <td>0</td> </tr> <tr> <td>19 hours</td> <td>9.5</td> <td>9.5</td> <td>0</td> </tr> <tr> <td>22 hours</td> <td>9.5</td> <td>9.5</td> <td>3</td> </tr> <tr> <td>28.5 hours</td> <td>9.5</td> <td>9.5</td> <td>9.5</td> </tr> </tbody> </table> <p><b>B. Actual OT Rendered:</b></p> <table border="1"> <thead> <tr> <th rowspan="2">Date</th> <th colspan="2">No. of OT Hours</th> </tr> <tr> <th>R. Villaruel</th> <th>B. Bernardino</th> </tr> </thead> <tbody> <tr> <td>03/28/2024</td> <td>9.50</td> <td>9.50</td> </tr> <tr> <td>04/03/2024</td> <td>6.07</td> <td>3.22</td> </tr> <tr> <td>04/07/2024</td> <td>9.50</td> <td>7.98</td> </tr> <tr> <td>04/10/2024</td> <td>9.50</td> <td>9.50</td> </tr> <tr> <td>04/12/2024</td> <td>5.70</td> <td>-</td> </tr> <tr> <td><b>Total</b></td> <td><b>40.27</b></td> <td><b>30.20</b></td> </tr> </tbody> </table> <p><b>C. Requests:</b></p> <ol style="list-style-type: none"> <li>To be applied until June 30, 2024.</li> <li>Have the option to use it on a half-day basis.</li> </ol>	Total Overtime Hours	Offsetting Leave – Day 1 (allowable hours to offset)	Offsetting Leave – Day 2 (allowable hours to offset)	Offsetting Leave – Day 3 (allowable hours to offset)	2 – 9.5 hours	2 – 9.5	0	0	10 hours	9.5	0.5	0	19 hours	9.5	9.5	0	22 hours	9.5	9.5	3	28.5 hours	9.5	9.5	9.5	Date	No. of OT Hours		R. Villaruel	B. Bernardino	03/28/2024	9.50	9.50	04/03/2024	6.07	3.22	04/07/2024	9.50	7.98	04/10/2024	9.50	9.50	04/12/2024	5.70	-	<b>Total</b>	<b>40.27</b>	<b>30.20</b>
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OPTION 1:	Approve the requests.
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OPTION 2:	Disapprove the requests.
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RECOMMENDATION:	Option 1
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Prepared By: Bea Bernardino / Richel Villaruel IA Manager / Group Audit Head	Checked By: Cris Dela Cruz Chief of Staff	Approved By: Wee Lee Hiong Chairman
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## INITIAL REPORT

Richsel Villaruel

Log Date	shift	Day Type	Absent	Log In	Log Out	REG HRS	Late	Uvertime	Payable OT
03/26/2024	9:00 AM - 6:00 PM	REG	0	8:38 AM	9:04 PM	8.00	0.00	0.00	0
03/27/2024	9:00 AM - 6:00 PM	REG	0	8:26 AM	9:51 PM	8.00	0.00	0.00	0
03/28/2024	9:00 AM - 6:00 PM	LH	0	8:14 AM	7:30 PM	11.27	0.00	0.00	0
04/02/2024	9:00 AM - 6:00 PM	REG	0	8:22 AM	11:26 PM	8.00	0.00	0.00	0
04/03/2024	9:00 AM - 6:00 PM	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 - 6:00 PM	REG	0	8:08 AM	9:06 PM	8.00	0.00	0.00	0
04/09/2024	9:00 AM - 6:00 PM	LH	0			8.00	0.00	0.00	0
04/10/2024	9:00 AM - 6:00 PM	LH	0	8:38 AM	8:32 PM	11.90	0.00	0.00	0

### Attendance List

Log Date	shift	Day Type	Absent	Log In	Log Out	REG HRS	Late	Uvertime	Payable OT
04/11/2024	9:00 AM - 6:00 PM	REG	0	8:52 AM	11:34 PM	8.00	0.00	0.00	0
04/12/2024	9:00 AM - 6:00 PM	REG	0	8:26 AM	7:37 PM	8.00	0.00	0.00	0

Bea Bernardino

Log Date	shift	Day Type	Absent	Log In	Log Out	REG HRS	Late	Uvertime	Payable OT
03/28/2024	9:00 AM - 6:00 PM	LH	0	8:35 AM	7:30 PM	10.92	0.00	0.00	0
03/29/2024	9:00 AM - 6:00 PM	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 - 6:00 PM	REG	0	8:18 AM	8:16 PM	8.00	0.00	0.00	0
04/02/2024	9:00 AM - 6:00 PM	REG	0	8:11 AM	7:29 PM	8.00	0.00	0.00	0
04/03/2024	9:00 AM - 6:00 PM	REG	0	8:22 AM	9:35 PM	8.00	0.00	0.00	0

Log Date	shift	Day Type	Absent	Log In	Log Out	REG HRS	Late	Uvertime	Payable OT
04/04/2024	9:00 AM - 6:00 PM	REG	0	8:28 AM	8:10 PM	8.00	0.00	0.00	0
04/05/2024	9:00 AM - 6:00 PM	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 - 6:00 PM	REG	0	8:30 AM	9:06 PM	8.00	0.00	0.00	0
04/09/2024	9:00 AM - 6:00 PM	LH	0			8.00	0.00	0.00	0
04/10/2024	9:00 AM - 6:00 PM	LH	0	9:02 AM	8:34 PM	11.53	0.00	0.00	0