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| Employee Name: JENNIFER RAMOS | | Date Hired: JUNE 20, 2013 | |
| Department: CCC Accounting | | LeaveDate/s: **MAY 17, 2024 (Friday)** | |
| Position: Accounting Supervisor | | Leave Return: MAY 20, 2024 (Monday) | |
| **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. Delivery/Sales Recording\_MAY 2024 2. ITR\_Q1\_2024 3. Urgent Invoice printing 4. Urgent queries regarding SAP process and other CCC transactions. | **P – Pending**, may wait until I return  **P – Pending**, may wait until I return  **U – Urgent,** need attention while I’m away  **U – Urgent,** need attention while I’m away | Ms.Lovely/Ms.Archie  Ms. Ven Camain |  |
| 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;  \_\_\_\_\_\_\_\_**VIBER/CP#\_0909 2386149\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  Further, I certify that the reason of leave indicated herein is true and correct to the best of my knowledge.  \_\_\_\_\_JENNIFER RAMOS\_\_\_\_\_ SALLY JAMBALOS/ JOSEPHINE GALERA \_\_\_GILBERT CHUA\_\_\_\_  **Employee Immediate Head Department Head**  (Signature over Printed Name / Date) (Signature over Printed Name / Date) (Signature over Printed Name / Date) | | | |