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| Employee Name:  Mayumi Sandoval | | Date Hired: 1981 | |
| Department:  Research & Development | | Leave Date/s: 24 May 2024 | |
| Position:  Technical Advisor | | Leave Return: 27 May 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. Delegation of RPE, SRF, CRR to Specialist A&P/ Americas ) 2. Delegation of RPE, SRF, CRR to Specialist MRDC Local & EMEA) 3. RMC Requests, DDW Update and Initial Reviews or CRR, RPE 4. Receiving and assigning SPE Requests | Pending  Pending  Pending  Pending | Karen Asaldo    Emman Abapo |  |
| 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;  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  Further, I certify that the reason of leave indicated herein is true and correct to the best of my knowledge.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Employee Immediate Head Department Head**  (Signature over Printed Name / Date) (Signature over Printed Name / Date) (Signature over Printed Name / Date) | | | |