

Summary Report as from Apr 2, 2018 to May 2, 2018

Status Updates

Status	Total Request	Percentage
Cancelled	20	3.87%
For Approval	13	2.51%
Approved	16	3.09%
For Release	69	13.35%
Pending	8	1.55%
Item Released	116	22.44%
Admin Declined	13	2.51%
Closed	262	50.68%

Department with Most Closed Request

Department	Total Request
Administration	20
Human Resources	16
Contracts	14
Accounts Receivable Sales	14
Construction Management Department(SITE)	13
Marketing 5	12
Quality Control Management	11
Accounts Receivable Docs	10
AMD Prestige 1	9
Asset Management Group	9
FRG - Gen. Accounting (Subsidiaries)	9
Corporate Advisory and Compliance Division	8
Audit	8

ProCom - Support Service & PDS	7
MSG - Accounting Group	7
Accounts Receivable Rental	6
FRG - Gen. Accounting (Megaworld)	5
Marketing 4	5
Operations Audit	5
Prime RFO	4
ProCom - Billing	4
FRG - Estate Management Group	4
Customer Management Group	4
Management Analyst Group	4
Client Relations Group	4
Business Development and Leasing Group	3
Accounts Payable 1	3
Management Analyst Group	3
Executive - Land Banking	3
FRG - Accounts Payable (Subsidiaries)	3
FRG - Consolidation Group	3
Operation - The Cambridge Village Site	3
Treasury Dept - Receipt	3
Project Development	2
Special Project Department	2
Treasury Dept - Disbursement	2
Post-Construction Supervision and Implementation Group	2
Accounts Payable 2/Recovery Unit	2
AMD Preferred	2
AMD Rentals	2
Compliance	2
AMD Training	1
AMD Prominent	1

Executive - Office of Gavin Ng	1
Corporate Social Responsibility	1
Management Information Group	1
Marketing 1	1
FRG - Payroll	1
Information Systems Management	1
OCOO - STRATEGIC PROJECT DEVELOPMENT	1
White OR	1

Most Requested Item

Item	Total Request
BOND PAPER SHORT	130
ALCOHOL	114
BOND PAPER LONG	112
HP TONER 85A	86
CORRECTION TAPE REFILL	84
PILOT BX-V5 SIGNPEN BLACK	71
TAPE SCOTCH 1'	71
PILOT BX-V5 SIGNPEN BLUE	63
NEWSPRINT SHORT	62
FOLDER GREEN	61
NEWSPRINT LONG	48
MEMO PAD	46
ENVELOPE LONG	46
EPSON BLACK INK T6641	45
DOUBLE CLIP 1	43
ENVELOPE SHORT	42
CORRECTION TAPE	42
STAPLE WIRE BIG	42
ENVELOPE EXPANDED	37

PAPER CLIP SMALL	36
STAPLER #35	35
PILOT BX-V5 SIGNPEN RED	35
BALLPEN BLACK	34
FOLDER LONG	34
DOUBLE CLIP 3/4	33
HP TONER 05A	33
FASTENER PLASTIC	33
DOUBLE CLIP 2	30
LETTER HEAD	29
BOND PAPER A4-70 GSM	26
PAPER CLIP BIG	25
STABILO YELLOW	25
TRANSMITTAL SHEET	23
PENTEL PEN BLACK	23
BALLPEN BLUE	23
CALCULATOR	23
PILOT BX-V5 SIGNPEN GREEN	21
PENCIL MONGOL	19
EPSON INK MAGENTA T6643	18
STABILO BLUE	18
LOGBOOK	17
RULER	17
EPSON INK CYAN T6642	17
LOG BOOK	17
GLUE	17
STABILO PINK	16
PENTEL PEN BLUE	15
STABILO ORANGE	15
LETTER ENVELOPE	14

HP INK 933XL CYAN	14
EPSON INK YELLOW T6644	14
HP INK 933XL YELLOW	13
HP INK 933XL MAGENTA	13
PILOT BX-V5 SIGNPEN PURPLE	13
HP INK 704 BLACK	13
HP TONER 35A	12
FOLDER SHORT	12
HP INK 932XL BLACK	12
TAPE PACKING 2'	11
RUBBER BAND SMALL	11
TAPE MASKING 1	11
STABILO GREEN	11
BALLPEN RED	10
RUBBER BAND BIG	9
PENTEL PEN RED	9
Stamp Pad Ink	8
TAPE DISPENSER BIG	8
HP 678 BLACK INK CARTRIDGE	8
OPTICAL MOUSE	7
HP INK 704 COLORED	7
HP TONER 12A	6
HP 678 TRI COLOR INK CARTRIDGE	6
CD-R	6
CARBON PAPER LONG	6
Stamp Pad Ink - Black	6
CDRW	5
PENTEL PEN WB RED	5
PILOT BX-V5 SIGNPEN RED	4
STABILO VIOLET	4

HP TONER 36A	3
EPSON 8750 RIBBON BLACK	3
DVDR	2
HP INK 21 BLACK	2
PUNCHER	2
BATTERY AAA	2
A4TECH KEYBOARD	2
HP TONER 53A	2
DVD-RW	2
CARBON PAPER SHORT	2
EPSON S015632 RIBBON LX310	2
HP INK 60 BLACK	2
HP INK 60 TRI COLORED	1
HP INK 920XL CYAN	1
HP TONER 80A	1
HP INK 22 TRI-COLOR	1
HP INK 920XL BLACK	1
FAX PAPER	1
HP INK 920XL YELLOW	1
HP INK 920XL MAGENTA	1