

Official Business

HRM

Branch

Employees

Holidays

Attendance

Leaves

Official Business

Official Business (Admin)

Official Business (Employee)

Assets Management

To open Official Business (Admin),
Click this Button



Official Business

Official Business

Dashboard / Official Business

Export / Download

Pending Requests: 07 This Month

Approved Request: 00 This Month

Rejected: 00 This Month

OB Requests: 00 This Month

Official Business

01/01/2026 - 12/31/2026

All Branches

All Departments

All Designations

All Status

Row Per Page: 10 Entries

Sean

| Employee | Date | Start & End Time | OB Hours | Purpose | File Attachment | Status | Next Approver | Last Approved By | Action |
|--------------------------------------|------------------|-------------------|----------------|---------|-----------------|---------|--------------------|------------------|---|
| Habana, Sean Derick IT Department | January 21, 2026 | 9:52 AM - 9:52 AM | 23 hrs 10 mins | asdss | No Attachment | Pending | John Patrick Pagua | — |   |

Showing 1 - 1 of 1 entries (filtered from 9 total entries)

- Users who can access this page can **Approve** or **Reject** Official Business Requests
- Usage depends on company policy and approval requirements.