



**CHANGE IN WORK SCHEDULE REQUEST FORM (CWSRF)**

NAME: Liezle Mangada POSITION TITLE : System Analyst UNIT/BRANCH/COMPANY : ADD/AGBCSI

EMPLOYMENT STATUS :  Probationary  Regular  Project-based  Contractual  Casual

EXISTING WORK ARRANGEMENT (v):  
 Regular On-Site Work Schedule (ROWS)  Compressed Work Week (CWS)  Work From Home (WFH)  Shifting Schedule  
 Combination of ROWS & CWS Working days/Mandays : Mon- Fri Working Hours : 10HRS & 8HRS

PROPOSED CHANGE IN WORK ARRANGEMENT/SCHEDULE (SPECIFY):  
 Work Arrangement CWS-FRI Date/Period Covered : 10/10/2025  
 Working Hours/Mandays : 8HRS Working Hours : 12AM -9 AM

REASON/S :  
Assigned to handle QR code scanning for player attendance (AM and PM)  
during the 101010 Fun Charity Golf Tournament Event.

Requested by/Date : Liezle Mangada Endorsed by/Date : Fred Crisostomo Approved by/Date : Arnel Endaya Received by/Date : \_\_\_\_\_  
 SIGNATURE OF EMPLOYEE IMMEDIATE HEAD NEXT HIGHER HEAD HR ASSISTANT/HR OFFICER

\* To be accomplished in duplicate : original – HRD ; duplicate – employee



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PROPOSED CHANGE IN WORK ARRANGEMENT/SCHEDULE (SPECIFY):  
 Work Arrangement \_\_\_\_\_ Date/Period Covered : \_\_\_\_\_  
 Working Hours/Mandays : \_\_\_\_\_ Working Hours : \_\_\_\_\_

REASON/S :  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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