



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

NAME: VALMOCTINA, JASON CALEBY POSITION TITLE: MARKETING ACCT. UNIT/BRANCH/COMPANY: LEAP/ZEEKR

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: 6 days      Working Hours: 48 hours

PROPOSED CHANGE IN WORK ARRANGEMENT/SCHEDULE (SPECIFY):

Work Arrangement: WORK FROM HOME      Date/Period Covered: 3/14/2024  
 Working Hours/Mandays: 1 DAY      Working Hours: 8 HOURS

REASON/S:

To prepare and complete editing tasks for the March 22, event and 7x  
FEATURES AND ATTEND TO PERSONAL MATTERS.

Requested by/Date: [Signature]  
 SIGNATURE OF EMPLOYEE

Endorsed by/Date: [Signature]  
VANESSA PINLAC  
 IMMEDIATE HEAD

Approved by/Date: [Signature]  
WAYNE TEE TEN  
 NEXT HIGHER HEAD

Received by/Date: [Signature]  
CLAUDEW DELAGIO  
 HR ASSISTANT/HR OFFICER

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