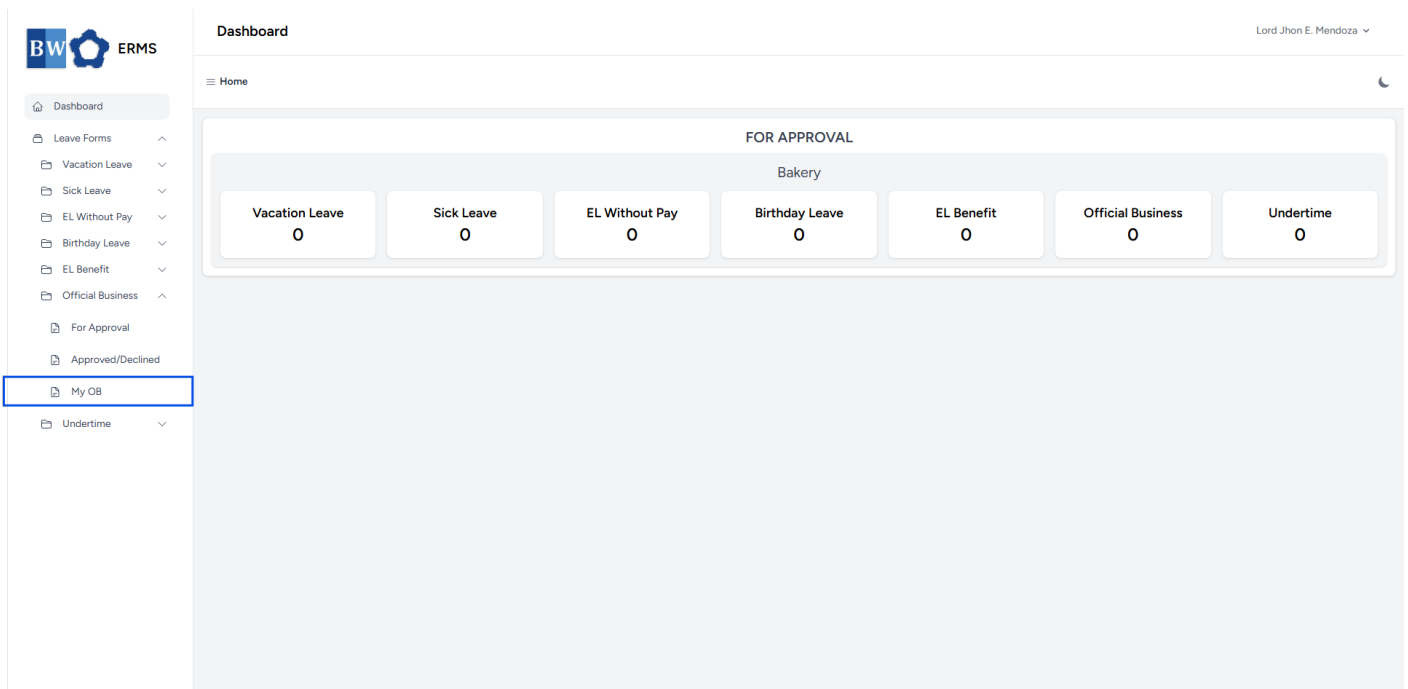


Approver Managers/Supervisors Application

To access the Official Business page:

- In the **Sidebar**, click the **Leave Forms** dropdown.
- From the list that appears, select **Official Business**.
- Then, click **My OB** to view your filed official business.



The screenshot displays the ERMS dashboard interface. On the left is a sidebar with a 'Leave Forms' dropdown menu. The 'Official Business' option is expanded, and 'My OB' is highlighted with a blue border. The main content area shows a 'FOR APPROVAL' section for 'Bakery' with a table of leave types and their counts:

FOR APPROVAL						
Bakery						
Vacation Leave	Sick Leave	EL Without Pay	Birthday Leave	EL Benefit	Official Business	Undertime
0	0	0	0	0	0	0

- It will open the **Official Business (My OB)** page.

- Dashboard
- Leave Forms
 - Vacation Leave
 - Sick Leave
 - EL Without Pay
 - Birthday Leave
 - EL Benefit
 - Official Business
- For Approval
- Approved/Declined
- My OB**
- Undertime

OFFICIAL BUSINESS (OB)

[File OB](#)

10 entries per page Search...

OFFICIAL BUSINESS

No Official Business (OB) Filed.

Showing 1 to 1 of 1 entries

- On the **Official Business (My OB)** page, click the **File OB** button to open the form.

- Dashboard
- Leave Forms
 - Vacation Leave
 - Sick Leave
 - EL Without Pay
 - Birthday Leave
 - EL Benefit
 - Official Business
- For Approval
- Approved/Declined
- My OB**
- Undertime

FILE CREATION

Date

Department

From

Date and Time of Leaving:

Total No. of Undertime (hours):

[+ Add More](#)

Reason:

Type your reason here...

- Fill out the required fields, then click **Submit**.
 - **Note:** You can click **Add More** button if you want to file multiple OB date.
- After submitting, a notification will appear saying that the OB has been created. The filed leave will be added to the list.

- Dashboard
- Leave Forms
- Vacation Leave
- Sick Leave
- EL Without Pay
- Birthday Leave
- EL Benefit
- Official Business
- For Approval
- Approved/Declined
- My OB
- Undertime

Home > Forms | OB | My OB

OFFICIAL BUSINESS (OB)

File OB

10 entries per page

Search...

LEAVE STATUS	For the Month of	Dates
For HRD Approval	July	Toggle View button to see all dates

Showing 1 to 1 of 1 entries

- You can also use this page to check the status of your leave.

Revision #2

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