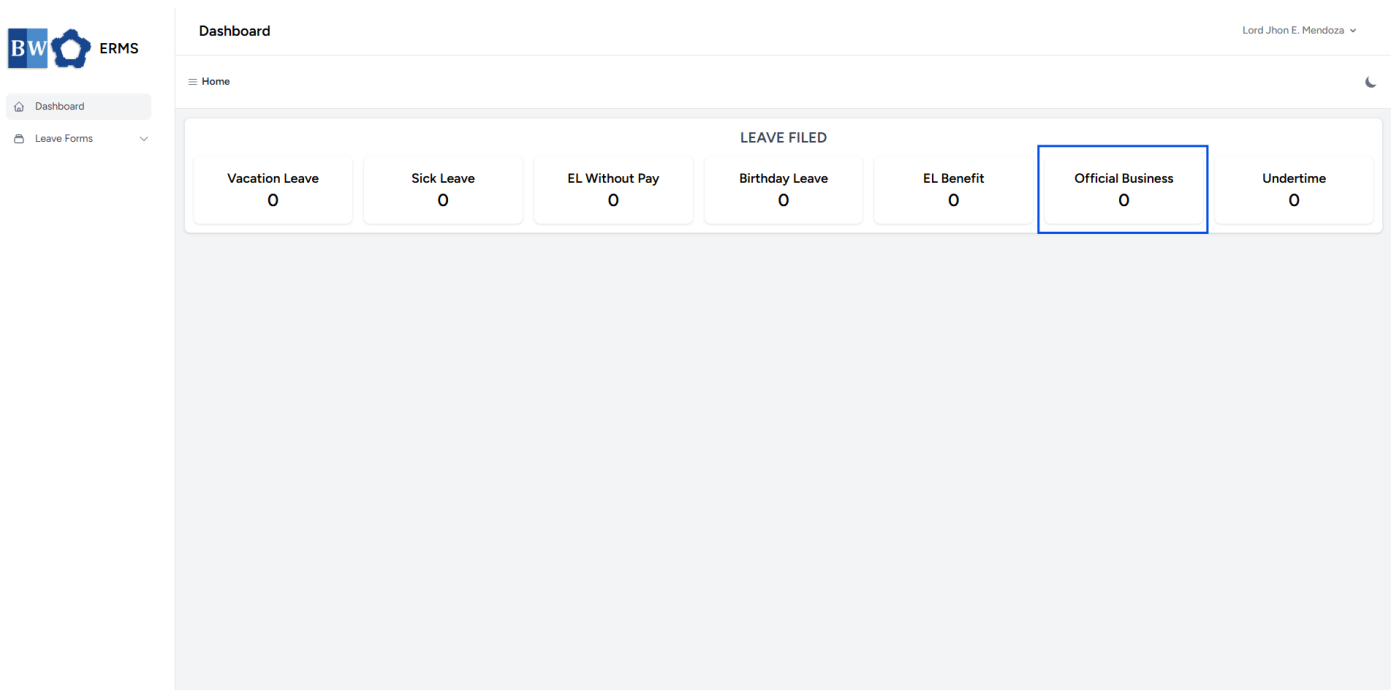


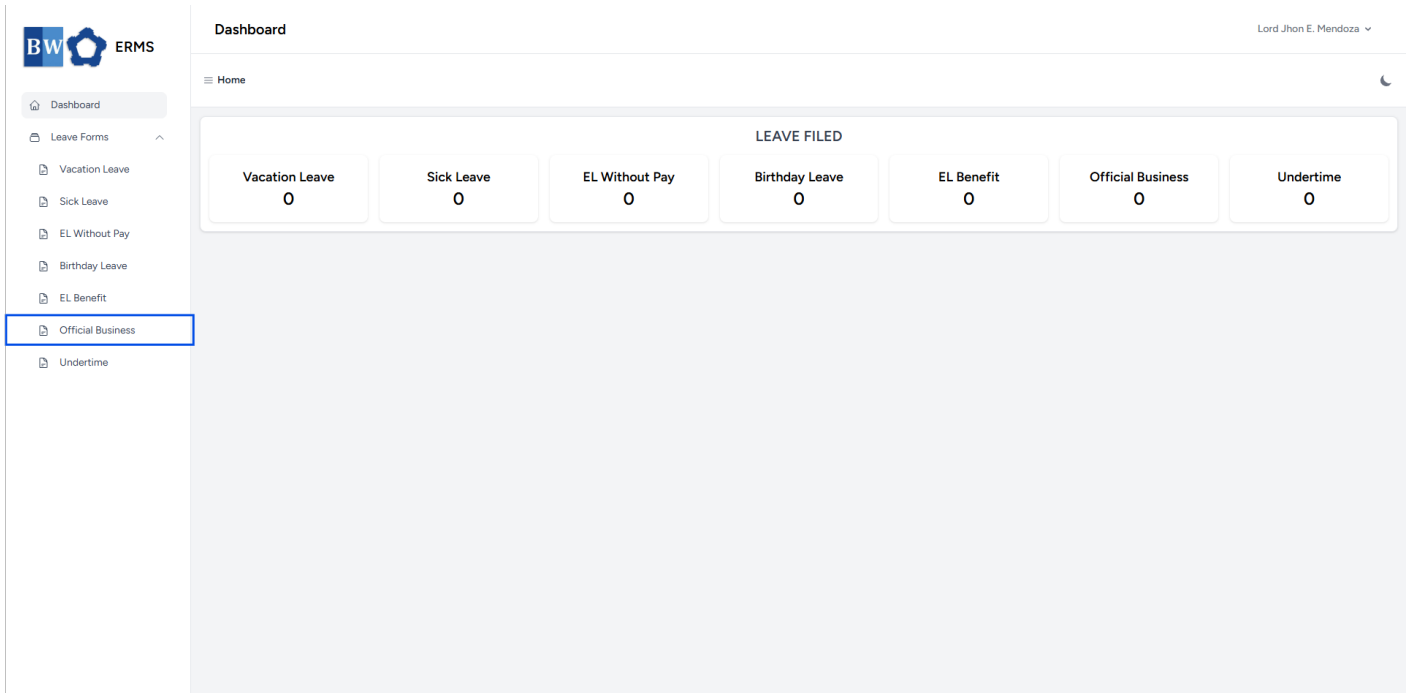
Employees & Non-Approver Managers/Supervisors Application

To access the Official Business page, you can do either of the following:

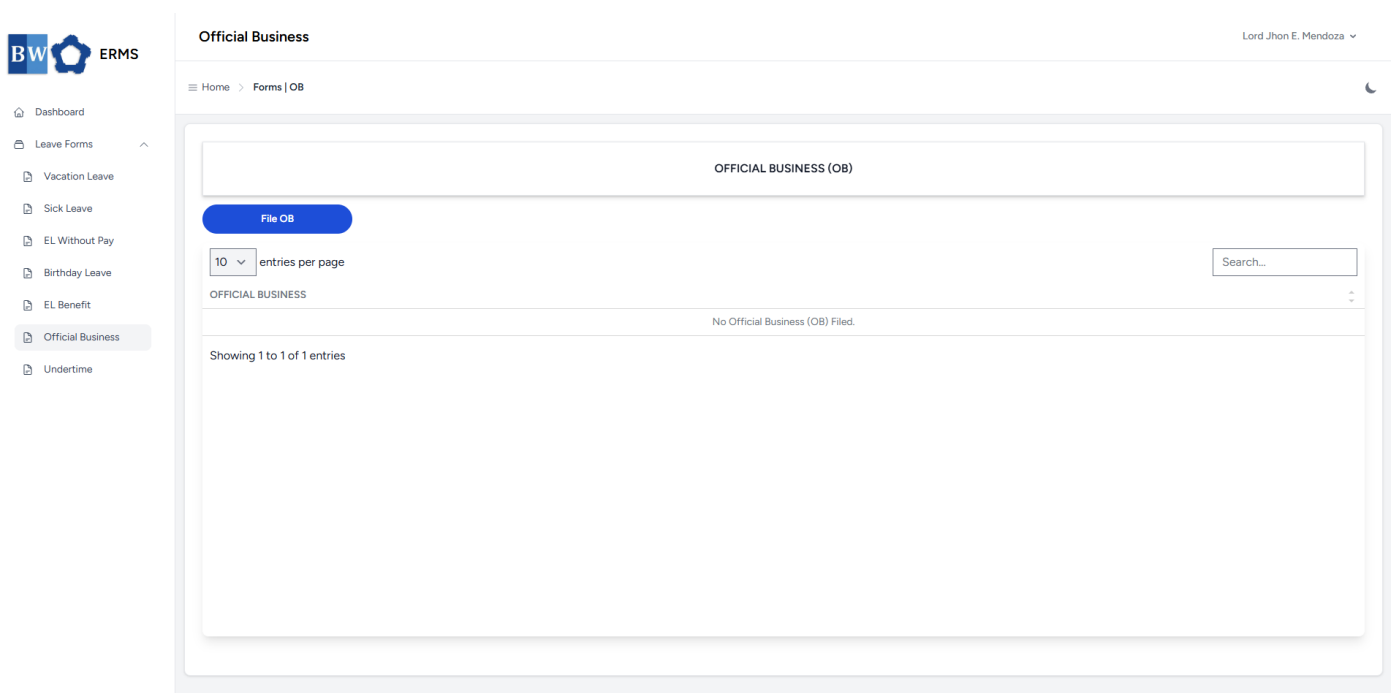
- On your Dashboard, click **Official Business** under the **Leave Filed** section.



- Or, click the **Leave Forms** dropdown in the sidebar, then select **Official Business**.



- It will open the **Official Business** page.



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

Official Business Lord Jhon E. Mendoza

Home > Forms | OB

FILE CREATION

Date:

Department:

From:

Date and Time of Leaving:

Total No. of Undertime (hours):

[+ Add More](#)

Reason:

10 entries per page

LEAVE STATUS

Approved

Showing 1 to 1 of 1 entries

- 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.

Official Business OB Created

Home > Forms | OB

OFFICIAL BUSINESS (OB)

10 entries per page

LEAVE STATUS	For the Month of	Dates	
For Department Head Approval	July	Toggle View button to see all dates	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
Approved	May	Toggle View button to see all dates	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

Showing 1 to 2 of 2 entries

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

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