September 11, 2019

**DR. DOCILE ANICO MERCADO**

School Physician

This Institution

Dear Dr.Mercado,

Greetings!

This letter is to inform your good office that I- Aldren B. Sanchez (Senior Web Developer) of the ICT-MIS unit was in bad state of health last September 10 to 11 due to a fever resulting from a no report at work.

As the requirement of the HRO, I am respectfully requesting to have a copy of my Medical Certificate to acknowledge my sick leave.

I am hoping for your kind consideration regarding this matter. Thank you and more power to your office.

Respectfully yours,

**MR. ALDREN B. SANCHEZ**

Senior Web Developer

Noted:

**MR. JOSE CARLO D. JAMIR**

ICT Officer