

28 December 2020

Ms. Josefina Soriano
The Manager
Human Resource Services Division

Dear **Ms. Soriano**:

I sincerely and humbly appeal to you understanding as I request that my performance until the closing hour of December 28, 2020 (proofs as provided) be considered despite the non-reflection of the time of my log-out in our online system. I missed logging out for five (5) minutes as I was engrossed in completing the 2021 BSCs analysis. Likewise attached our my work conversation with other SPD Talents.

I acknowledged the need for appropriate action and I shall do it to address this in the coming year.

I am hoping for your continued kind consideration on the matter in the spirit of the season.

Thank you,

Anna Leah R. Bayot

Anna Leah R. Bayot
Division Manager, Strategic Planning

Noted:

Francis Randy J. Hortelano

Francis Randy J. Hortelano
Department Manager, Corporate Planning

