

28 December 2020

Ms. Josefina Soriano
The Manager
Human Resource Services Division

Dear **Ms. Soriano**:

I sincerely and humbly request that my performance until the closing hour of December 23, 2020 (proofs as provided) be considered despite the non-reflection of the time of my log-out in our online system. The deadline with GCG on the previous night and the review of successive submissions on this day made me missed to log out.

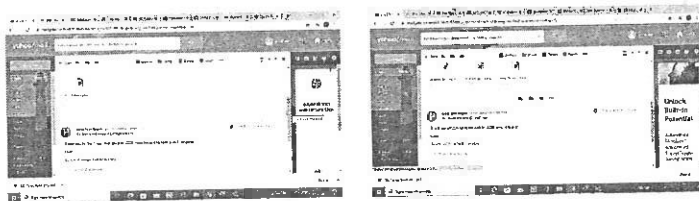
I am hoping for your kind consideration on the matter.

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



Grin sa sa quin buong bu to una wala
na ako problema.

Ung for 2021

Ung sa una una
Ung 2020 kasi
nagoverwhelm ako
dun. Ng sinipag ako
after anas ginin ko
na

Valid 12/28/20
By: [Signature]

