

15 December 2020

**MEMORANDUM**

**FOR : THE MANAGER**  
**Human Resource Services Division**

**FROM : The Corporate Planning Department**

**SUBJECT : FAILURE TO ACCESS TIEZA ONLINE ATTENDANCE FORM**

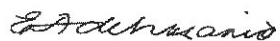
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Ma'am, this is to respectfully inform your office that due to poor internet connection in our residence yesterday, 14 December 2020, I was not able to sign-in in the morning and sign out in the evening.

Attached as a proof of my performance for the day is a webinar report on tourism and hospitality from Professor Dr. Kassif Hussein of University of Malaysia.

I am requesting for understanding and kind consideration of my predicament.

Truly yours,

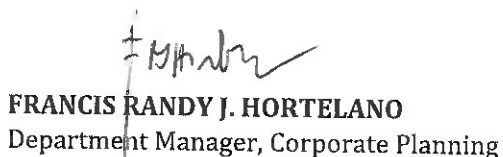


**Evelyn A. Del Rosario**  
Sr. Corporate Planning Analyst  
Strategic Planning Division

Noted:



**ANNA LEAH R. BAYOT**  
Division Manager, Strategic Planning



**FRANCIS RANDY J. HORTELANO**  
Department Manager, Corporate Planning