February 9, 2021

Josefina U. Soriano Manager Human Resource Services Division

Dear Ms. Soriano:

May I request for your kind consideration to validate my login today, February 9, 2021 (Tuesday).

I inadvertently failed to bundy on time because of intermittent internet connection.

Attached is the attendance list from Seventh (7th) Floor lobby guard, as proof of my attendance.

Hoping for your consideration in these trying times. Thank you.

Sincerely yours,

Frances Elemos

Noted by:

Francis Randy J. Hortelano

Manager, Corporate Planning Department

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