

14 December 2020

Ms. Josefina Soriano
The Manager
Human Resource Services Division

Dear **Ms. Soriano**:

I sincerely and humbly request that my performance in the morning of 10 December 2020 (proofs verifiable with 7th Floor Guards and HR's record of Zoom Meeting of Board-approved Competency-based Job Description) be considered despite the non-reflection of the time of my morning log-in in our online system. The continuous activities from -- woke up at 4am, left Cavite at 5am, attended mass at 6:45am, arrived at the office at past 7:30am, breakfast catching up with talents with social distancing, zoom meeting at 9am then webinar --- made me missed to log in morning.

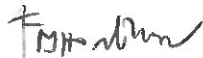
I am hoping for your kind consideration on the matter.

Thank you,



Anna Leah R. Bayot
Division Manager, Strategic Planning

Noted:



Francis Randy J. Hortelano
Department Manager, Corporate Planning

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