

December 16, 2020

Ms. Josefina Soriano
Manager
Human Resource Services Division

Dear Ms. Soriano:

May I request for your kind consideration to validate my whole-day attendance on December 15, 2020 (Tuesday). I inadvertently failed to bundy out because I attended to some tasks past the working hours.

Attached are email/screenshots of tasks performed as proof of my attendance.

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

Sincerely,



Frances Desiree V. Elemos

Noted:


Anna Leah R. Bayot
Manager, Strategic Planning Division


Francis Randy J. Hortelano
Manager, Corporate Planning Department

