

23 November 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 November 19, 2020 (proofs as provided) be considered despite the non-reflection of the time of my log-out in our online system. The week-long meetings and review of documents made me missed to log out especially so that I was preparing for a Friday TWG evaluation.

I am hoping for your kind consideration on the matter.

Thank you,

Anna Leah R. Bayot
Division Manager, Strategic Planning

Attested by:

Francis Randy J. Hortelano
Department Manager, Corporate Planning

