

May 7, 2024

To: Ms. Richsel Villaruel / Ms. Bea Bernardino  
IA Head / IA Manager

CC: Mr. Cris Dela Cruz  
Chief of Staff

**Subject: Leave Application for CPA Board Examination**

Dear Ma'am/Sir,

Please accept this letter as a formal request for a leave of absence from May 13-24, 2024. I am requesting a leave without pay (LWOP) of 10 working days and will return to work on May 27, 2024.

As a conditional passer on the recent CPA exam last October 2023, I am requesting again in your good office that my absences be granted in preparation for the upcoming CPA Licensure Examination, which I will courageously take again on May 26, 2024.


I would be very grateful if you would consider my request and I will ensure that all pending tasks will be completed prior leave of absence.

Hoping for your kind consideration.  
Thank you and God bless!

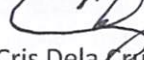
Yours sincerely,

Marianne Siman  
IA Analyst

Acknowledged by:

 *Bea Bernardino 5/7/24*  
Richsel Villaruel / Bea Bernardino  
IA Head / IA Manager

Noted by:

 *5/9/24*  
Cris Dela Cruz  
Chief of Staff