

Our ref: 09042023/SGCE

September 04, 2023

WILCON DEPOT INC.

Attn: HR Department

Dear Sir/Madam,

We are requesting your good office to please allow below Promodiser:

Name: JAYSON L. CABATO
Branch: WILCON BUTUAN D36

☒ Absent

☐ Leave

☐ Late

☐ Undertime/Halfday

☐ Change Duty


☐ Change Day- off

☐ Others: _____

Date Covered: SEPTEMBER 04, 2023

Reason : DUE PROCESS PSA.

Thank you for your kind consideration.



Shirley Grace C. Egot
Admin Assistant