

Received via email 08 March 2022, 10:20 am

Block 11 Lot 30
Verdant Heights Subdivision
Multinational Village
Parañaque City

March 8, 2022

Director
FRANZ A. DE LEON, Ph.D.
Director, DOST-ASTI

Dear Sir:

I am writing to you to inform you that I have a problem reporting on-site for the month of March due to personal circumstances and would like to appeal to have permission to work from home from March 16 - 31, 2022.

The summary of my dilemma is that I am the only one at home since my family visited my grandmother in Bicol due to a health emergency. They left last February. Next, my sister is applying to leave the country and have documents arriving back that needs me to receive the said documents. My mother will be coming back from Bicol by the end of this month and by then, starting April 1, 2022, I will be able to report on site. I have informed my supervisor, sir Emmanuel Balintec, regarding this.

If you cannot grant this request, I would like to then request to be able to report for an alternating 5-day on-site interval followed by a 5-day work from home scheme. This is the shift I initially applied with the team and from the discussion last General Assembly this is possible. That said, I have planned all my tasks and goals for this month; and I also have the necessary tools here at home to do my tasks, both hardware and software.

I have provided pictures of the plane ticket, letter to courier, VFS receipt, and my initial shift in the email where this letter is attached. These documents were shown to my supervisor, Mr. Balintec.

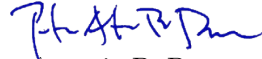
Thank you for your time and consideration.

Regards,



Carlo Jonas R. Cariño
SRS II ROAMER

Noted by:



Peter Antonio B. Banzon
Chief SRS Research and Development
Division

APPROVED / DISAPPROVED

FRANZ A. DE LEON, Ph.D.
Director, DOST-ASTI

Approved until 31 March 2022