

RESIGNATION LETTER

Florelyn E. Manadong

Pawing, Palo, Leyte

January 10, 2026

Ma. Belen C. Berino

Operations Manager

DDC Data Processing OPC

Pawing Palo, Leyte

Dear Ma'am Belen,

Kindly accept this letter as my formal resignation as an Advisor at DDC Data Processing.

My last day of employment is expected to be on February 4, 2026.

I appreciate the opportunities for growth and development you have provided during my tenure. Thank you for the guidance and support as I have gained valuable skills and experience during my time. However, this decision was made after careful consideration of my career goals and personal aspirations.

Please let me know if you need any additional information from me during this transition period.

I wish you and the company a very best going forward.

Best regards,

FLORELYN E. MANADONG



