

May 15, 2025

**DR. JOHN MATTHEW A. AQUINO, RDPO**

Executive Assistant to the City Mayor

Head, Management Information System Office - San Pablo City LGU

**Subject: Request for Leave of Absence from OJT Due to Submission of PhilHealth Application**

Dear Mr. Aquino,

We, the undersigned OJT trainees currently assigned to your office, would like to respectfully request a leave of absence on **May 16, 2025 (Friday)** to personally submit our **PhilHealth membership applications** at **Laguna State Polytechnic University – San Pablo City Campus**.

This process is a required step for our official government records and future employment purposes. We assure you that we will make every effort to minimize any disruption to our assigned tasks and responsibilities, and we are willing to make up for the missed hours if needed.

We hope for your kind understanding and consideration regarding this request. Please let us know if further clarification or documentation is needed.

Thank you very much for your support and guidance.

Respectfully yours,

**OJT Trainees**

Laguna State Polytechnic University – San Pablo City Campus