

December 6, 2019

Mr. Johann Manalang
CMT III, IHOMP Head
Southern Philippines Medical Center (SPMC)

Dear Mr. Manalang,

FYI: Skill-Up Training for Segworks On December 13, 2019

Greetings.

In our goal of keeping up with the latest technologies, and improving our knowledge and processes to better serve SPMC and all our clients, our personnel are encouraged to attend all skill-up trainings and seminars as organized by the company.

In this regard, we would like to request your kind permission to excuse our 24/7 onsite support personnel this December 13, 2019, Friday, 12:00nn – 7:00pm, to attend a training/orientation at Segworks main office at Matina, Bangkal, Davao city.

We will be setting up the following contact lines in case of urgent matters that might arise:

- Hotline number: 09338229421 "HIS Support" and 09082596683 "Technical Support"
- Coordination with the IHOMP team to accommodate calls and technical trouble shooting only during the specified period

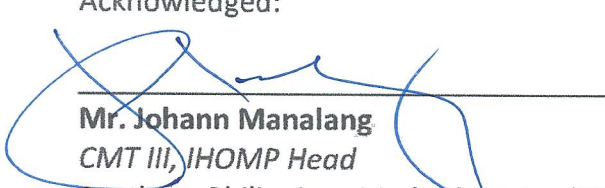
We hope for your understanding and positive consideration of our request.

Respectfully yours,



ALOYSIUS L. TORRES
HR and QA Manager
Segworks Technologies Corporation

Acknowledged:



Mr. Johann Manalang
CMT III, IHOMP Head
Southern Philippines Medical Center (SPMC)

