

2nd Flr., S.V. More Group Corporate Center #16 Scout Tuazon corner Roces Avenue, Quezon City Telephone Nos.: 373-6240 • 373-6242 • 373-6591 Fax Nos.: 371-1428 • 375-1721 • 371-1649

September 22, 2025

Albert Jan D. Santillana

President and Chief Executive Officer SV More Group of Companies

Thru: Marc Marzan, MD

Medical Director Head-MTSO/Health Services SV More Group of Companies

Dear Mr. Santillana,

Greetings!

I would like to take this opportunity to inform your good office, that I will be going on vacation leave from November 17th to the 21st 2025. I will be travelling to Japan during the above-mentioned dates.

Please be assured that I will make myself available *on line* if there should be concerns that would require my attention.

Respectfully yours,

Manuel Y. Gayoles Jr., M.D.

Medical Affairs Manager Vis-Min

Cc: Esperanza G. Gargarita SVP Director Subsidiary Operations

Jan Michelle Yap
Supervisor
Human Resource Department – Admin Ofc
SV More Group of Companies