

November 3, 2025

MS. JOYCELYN DE VERA
NATIONAL SALES AND MARKETING MANAGER

Pharma Nutria N.A (MM-L)
#24 Sct.Ybardoloza cro. Sct.Fuentebella,
Sacred Heart, Kamuning, QC 1103

Re: Request for Vacation Leave and Offset Approval

Dear Ma'am,

Good day!

I would like to respectfully seek your approval for my 4-day **vacation leave on November 5-10, 2025**. As I plan to go to Korea for a short vacation, I will ensure that all my responsibilities are properly managed during my absence.

In line with this, I would like to request to avail of my **(4) days of approved offset** to cover the aforementioned dates. For your reference, I have attached a copy of the approved offset schedule below, along with photos of the activities where the offset days were rendered.

Name of BD Personnel	Position	Work Rendered on a Holiday	Number of Offset
Alyssa Joy T. Serrano	MOS	June 1, 2025 PCOM Bulacan Chapter	1
Alyssa Joy T. Serrano	MOS	August 3, 2025 Bulacan Medical Mission	1
Alyssa Joy T. Serrano	MOS	September 21, 2025 SLMC Global BEST Workshop	1
Alyssa Joy T. Serrano	MOS	September 27, 2025 Cebu PSG Midyear Convention	1
		TOTAL:	4

- June 1, 2025 - PCOM Bulacan Chapter



- August 3, 2025 - Bulacan Medical Mission



- September 21, 2025 - SLMC Global BEST Workshop



- September 27, 2025 – PSG Midyear CEBU



I sincerely appreciate your time and consideration of my request. Thank you very much for your support, and I look forward to your favorable response.

Sincerely,

Alyssa Joy T. Serrano
Marketing Operations Supervisor
Pharma Nutria N.A (MM-L)

Reviewed and approved by:


Ms. Joycelyn De Vera
National Sales and Marketing Manager
S.V. Group of Companies