

**Date: November 16, 2022**

**KAREN C. RICAHUERTA  
HRD and Administration Office**


**Subject: Request Letter for Christmas Break VL**

Dear Ms. Karen,

I am writing to request your approval to file my Christmas break under NEL (deductible) to use my 5.5 earned VL credits next year 2023.

Thank you for your consideration.

Yours sincerely,

  
**Sharmaine Rizzel T. Angeles  
IMPO Specialist/Pharmacist  
SV More Pharma (MM-L) Corp.**