

**MR. PAUL SANTILLANA**

Director-Overall Marketing Office

SV More Group of Companies

**Subject: Request for Approval of Vacation Leave (June 30 to July 2, 2025)**

Dear Sir Paul,

I am writing to formally request your approval for a 3-working-day vacation leave from **June 30 to July 2, 2025**, to attend a wedding in Indonesia where I have been invited to serve as a groomsman.

In preparation for my absence, I have outlined the following plans to ensure continued operations across our channels and platforms:

1. **Social Media Management** – All posts will be prepared and scheduled in advance.
2. **Marketing Materials** – All materials for upcoming campaigns will be submitted to our Graphic Designer and pre-cleared with the ASC as needed.
3. **E-Commerce** – Access to our e-commerce stores will be endorsed to CAMO to ensure order fulfillment and continuity of operations.
4. **Website Management** – I will coordinate with iManila to complete all pending updates and maintenance tasks before my leave.
5. **Program Management** – I will complete all necessary tasks related to MIST programs and coordinate overseeing of pending activities to my team members.

I will also remain reachable for any urgent concerns via email or WhatsApp during my leave.

As I currently do not have vacation leave credits, I understand that this leave will be considered unpaid, and I am willing to accept the corresponding salary deductions.

Please let me know if you'd like to discuss any adjustments or additional details. Thank you very much for considering this request.

Respectfully,



Enzo C. Chang

Digital Marketing Specialist