

MR. PAUL SANTILLANA

Director-Overall Marketing Office

SV More Group of Companies

Subject: Request for Approval of Vacation Leave (May 12 to May 30, 2025)

Dear Sir Paul,

I am writing to formally request your approval for a 15-working-day vacation leave from **May 12 to May 30, 2025**, for a planned family trip to Australia.

This will be my first time in several years to travel with my grandparents and family. In the past, COVID-related travel restrictions and increasingly busy schedules have made it difficult for us to travel together, making this trip particularly meaningful. I would greatly appreciate your approval to join them, as it would be important for me to reconnect with my family during this time.

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. **Advertising Campaigns** – Meta Ad Campaigns and boosted posts will be pre-scheduled to maintain campaign continuity.
3. **Email Newsletters** – Newsletters will be drafted and scheduled in advance.
4. **Marketing Materials** – All materials for upcoming campaigns will be submitted to our Graphic Designer and pre-cleared with the ASC as needed.
5. **SEO Management** – I will complete the full May SEO scope ahead of time, including a site audit, link fixes, and e-commerce optimization.
6. **E-Commerce** – I will ensure early registration for our participation in the Lazada campaign for the month of May
7. **Website Management** – I will coordinate with iManila to complete all pending updates and maintenance tasks before my leave.
8. **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.

Sincerely,



Enzo C. Chang

Digital Marketing Specialist