


September 1, 2023

To: HR DEPARTMENT


Good day,

This is to request a consideration regarding on my NO LOG OUT (biometrics) last August 23, 2023 Wednesday. As I forgot to punch out, Rest assured that this incident will not happen again.

Hoping for your understanding.

 9/1/23
WIL JANE E. WATIWAT
Service Accounting Assistant
(ASC BILLING)

Noted by:

 9/1/23
RICHELL V. HICBAN
Service Accounting Supervisor