



January 3, 2025

ATTENTION: **HUMAN RESOURCES DEPARTMENT
(ANSONS TRINOMA M5)**

To whom it may concern,

We would like to notify you that **MR. RAVY FRANCISCO**, product merchandiser assigned to your branch was absent on January 2-3, 2025 due to stomach pain.

His Immediate Superior, Mr. Jonald Bolocon was already informed and approved his request. I would be pleased to entertain any problem with regards to this matter.

Should you have further clarifications, please don't hesitate to contact the undersigned at 0917-596-8209 or landline (02) 851-27-11 loc. 202.

Thank you for the usual support.

For your reference,


Ms. Heizel Anne Tabagan
HR Assistant Timekeeping

 Kolin Philippines Int'l., Inc.

Plant and Head Office:
Blk 3 Lt 5 Main Drive, FCIE Compound,
Brgy. Langkaan I, Dasmariñas, Cavite
Tel: (632) 8749-2118
Fax: (046) 402-0793
www.kolinphil.com.ph / kolinphilippines

Operations Office:
1854 Sta. Rita St., Guadalupe Nuevo,
Makati City
Tel: (632) 8851-2711, 12 or 15
Fax: (632) 8852-2170
Sales Dept. Fax: (632) 8852-4791

