



Ghenry Barbaza <g.barbaza@satelliteteams.com>

Request for Leave of Absence

5 messages

Ghenry Barbaza <g.barbaza@satelliteteams.com>

Thu, Dec 22, 2022 at 12:24 PM

To: Edsel Andre Silo <e.silo@satelliteteams.com>, Herbert Cipriano <h.cipriano@satelliteteams.com>

Cc: Giselle Ann Cruz <g.cruz@satelliteteams.com>

Dear Sir Edsel,

Good day!

I would like to kindly ask for your approval for my leave of absence starting December 27(second half day) and from December 28 up to December 30, 2022 due to the reason that I will attend family gatherings and events and also prepare for the incoming new year. Yet I'm still available and glad to assist with any questions via email or phone.

I appreciate your prompt response to my request.

Thank you!

Best Regards,
Ghenry Barbaza

Edsel Andre Silo <e.silo@satelliteteams.com>

Thu, Dec 22, 2022 at 12:37 PM

To: Ghenry Barbaza <g.barbaza@satelliteteams.com>

Cc: Giselle Ann Cruz <g.cruz@satelliteteams.com>, Herbert Cipriano <h.cipriano@satelliteteams.com>

How many vacation leave do you still have

[Quoted text hidden]

--

Edsel Andre Silo

Head of Technology

m: +63 917 8233244

e: e.silo@satelliteteams.comw: www.satelliteteams.com

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Ghenry Barbaza <g.barbaza@satelliteteams.com>

Thu, Dec 22, 2022 at 1:00 PM

To: Edsel Andre Silo <e.silo@satelliteteams.com>

I still have 3.5 vacation leave sir

[Quoted text hidden]

Edsel Andre Silo <e.silo@satelliteteams.com>

Thu, Dec 22, 2022 at 1:34 PM

To: Ghenry Barbaza <g.barbaza@satelliteteams.com>

Approved.

[Quoted text hidden]

Ghenry Barbaza <g.barbaza@satelliteteams.com>
To: Edsel Andre Silo <e.silo@satelliteteams.com>

Thu, Dec 22, 2022 at 1:35 PM

Thank you sir
[Quoted text hidden]