



August 10, 2024

**The Human Resource Management and Development Officer**

Metro Davao Medical and Research Center, Inc.

Davao City

Madam:

This Letter of Explanation is in compliance with the Notice of Disciplinary Action addressed to me by your office dated August 1, 2024.

As a professional/registered nurse, I am fully aware of the importance and significance of punctuality and attendance of every agency personnel towards the attainment of the vision, mission, goals and objectives of the organization specifically the above-named hospital.

Personally, I also noticed some tardiness that I had previously committed as impacted by the two aspects which are beyond my control and within my control as follows:

1. Beyond My Control
  - Weather
  - Traffic
  - Transportation
  - Distance
  
2. Within My Control
  - Time management
  - Setting of priorities
  - Stress management

I am a renter in an affordable and spacious apartment at Phase 3, NHA Bangkal, Talomo with my siter and a friend, call center representatives, where direct transportation to the hospital are unavailable except to commute with 3-ride vehicle to reach this hospital.

To expect punctuality, I have hired my uncle, sidecar driver to transport me everyday using his motorcycle.

Lastly, I highly appreciate your consideration while I am making up some mitigation for my tardiness as evaluated 'second offense' in my punctuality and attendance.

Sincerely,

**PHARSHIEWAN M. LADJAHALI**

Registered Nurse