

07 January 2019

INSTITUTE OF CORPORATE DIRECTORS

14th Floor Trident Tower
Senator Gil Puyat Avenue
Makati City 1200
(c/o subengzon@icdceg.org)

Attention: **MR. ALFREDO E. PASCUAL**
Chief Executive Officer

Subject: **Request To Extend Deadline To Submit
Answers To The Take Home Exam**

Gentlemen:

This is to respectfully request for an extension of time to submit the answers to the questionnaire given by ICD under the date 29 November 2018.

As your records will confirm, I have completed the seminars required for the Professional Directors Program as of 29 November 2019. I was given a questionnaire containing questions that I had to answer not later than 2 January 2019.

Unfortunately, I was unable to answer the questionnaire by 2 January 2019 because I had an out of the country trip in the first week of December. Thereafter, there were urgent work assignments that we needed to complete before the end of year 2018. As head of agency, I also had to attend budget hearings in December 2018. Thereafter, December 26, 2018 and January 2, 2019 were both declared as non-working days in government offices along with the usual non-working public holidays.

In view of these reasons, I would like to respectfully request for a thirty (30) day extension of time from January 2, 2019, or not later than February 1, 2019, within which to submit my answers to the questionnaire.

I hope this will merit your favorable consideration. In the meantime, I am submitting my duly accomplished membership form along with my updated Curriculum Vitae.

Very truly yours,


ATTY. IRENE JOY BESIDO-GARCIA
09178137542
irenebesido@yahoo.com