

TO : ALL CONCERNED DEPARTMENT
RE : LATERAL MOVEMENT OF MS. PRINCESS CALPE
REF. NO. : FIN-000-25-045
DATE : JANUARY 31, 2025
CC : FIN / HRD / MIS / AIS / ADM / DCO / SAL / SVC

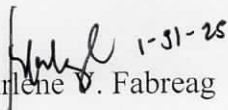
This is to formally announce the lateral movement of **Ms. Princess Calpe**, who will assume the responsibilities of **Ms. Jenny Rose Bernabe** as **Treasury Assistant**, effective **February 15, 2025**, following Ms. Bernabe's resignation.

Ms. Calpe will undergo a **three-month appraisal period** to assess her effectiveness in the new role. During this time, her performance will be monitored to ensure a smooth transition and alignment with the department's objectives.

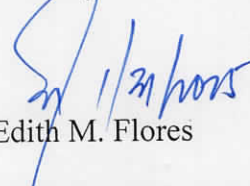
We appreciate your cooperation and support during this transition.

Thank you.

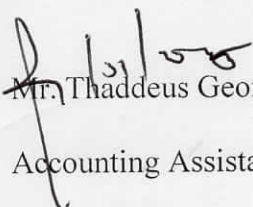
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