

# Inter-Office Memo

TO : ALL CONCERNED DEPARTMENT

SUBJECT : LATERAL TRANSFER OF MS. REGINE MAE DAYO

REF NO. : HRD-REC-25-01-030

DATE : January 13, 2025


CC : HR/MIS/OP

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This is to inform all concerned department that effective January 17, 2025, Ms. Regine Mae Dayo will assume the position of Sourcing Specialist II under Recruitment and Training Section. Ms. Dayo will be in-charge of the sourcing and interviewing candidates particularly for VIZMIN area.

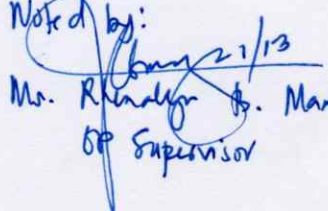
Please be informed that there are no changes in terms of her probationary period nor adjustment on her salary.

For your information.

  
**Clarabel Piano**  
HR Assistant Supervisor

Noted By:

  
**Ms. Mamerta Tagle**  
HR Supervisor

Noted by:  
  
**Mr. Rinalyn B. Manzano**  
OP Supervisor

Approved By:

  
**Mr. Oliver M. Filoteo**  
CEO