

To: Mr. Oliver M. Filoteo
CEO
From: Sales Supervisor
Date: March 7, 2025
Subject: Lateral Movement
Ref: SAL-SUP-25-3 -017
Cc: DCO, OP, HRD, AIS, FIN, SVC, WHSE, MIS, ADM, MKTG, File

This is to formally announce the lateral transfer of Dealer assignment for the following Account Officers as part of the ongoing transition within Sales Department:

ACCOUNT OFFICER	PREVIOUS DEALER ASSIGNMENT	NEW DEALER ASSIGNMENT	REPORTING LOCATION
<i>Glenn Castañeda</i>	RRS Marketing Willy & Sons Alsons VPR DRB IT Avenue	RRS Marketing Willy & Sons Alsons	BICOL
<i>John Rhey Arimado</i>	New AO	VPR DRB IT Avenue	MAKATI
<i>Christopher Umali</i>	All Home Welcome Home Fair N Square Poweraire J&R Greatworld Ambassador Group	Welcome Home Fair N Square Poweraire J&R Greatworld	MAKATI
<i>Charles Saari</i>	ISG Accounts	All Home Ambassador Group	MAKATI
<i>Harold Villalon</i>	New AO	ISG Accounts	MAKATI

Moreover, turn-over period will take place upon release of this memo. Official transfer of the Accounts is effective starting **April 1, 2025**.


All transactions pertaining to the mentioned Accounts should be realign accordingly accross all department.

Thank you!


Prepared by:


Joanna Marie E. Dulong
Sales Supervisor

Noted by:


Mr. Christian Keith V. Sarmiento
National Sales Manager

Approved by:


Mr. Oliver M. Filoteo
CEO