

TO : ALL CONCERNED DEPARTMENT  
FROM : FINANCE - SERVICE ACCOUNTING  
SUBJECT : INTERNAL MOVEMENT  
DATE : FEBRUARY 12, 2025  
REF# : FIN-000-25-2-058  
CC : FILE/DCO

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This is to inform all concerned departments for the below lateral movement due to resignation of Ms. Rona L. Mauricio and Ms. Darlyn B. Marco.

Ms. **Alyanna Vianca D. Angeles** (Service Accounting Assistant - Provincial Billing) will take over the duties and responsibilities of Ms. Rona L. Mauricio (Service Accounting Assistant - ASP Billing) effective March 15, 2025.

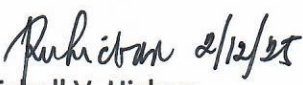
Mr. **Jerome P. Castro** (Service Accounting Assistant - Service Shop) will take over the duties and responsibilities of Ms. Darlyn B. Marco (Service Accounting Assistant - Non-Trade Inventory) and his current job for temporarily effective March 1, 2025.

Ms. Angeles and Mr. Castro will undergo three (3) months probationary period for their new duties and responsibilities.


Please be guided accordingly.

Thank you.

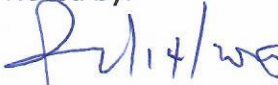
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