

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

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.

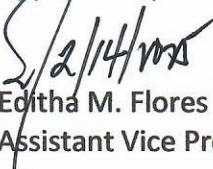
Please be guided accordingly.

Thank you.

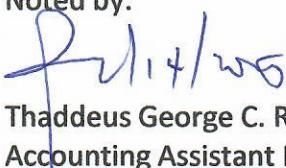
Prepared by:


Richell V. Hicban
Service Accounting Supervisor

Approved by:


Editha M. Flores
Assistant Vice President

Noted by:


Thaddeus George C. Roman
Accounting Assistant Manager