

TO : All Concerned Department
FROM : Finance - Service Accounting
SUBJECT : Notice of Lateral Movement
DATE ; November 12, 2025
REF# : FIN-000-25-A-323
CC : File / Dco / Svc / T&P / Ais / Mis / HR

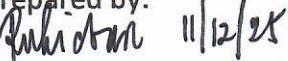
This is to inform all concerned departments of the following lateral movement resulting from the transfer of Ms. Elena R. Nipes to the Credit and Collection Department.

Effective November 15, 2025, Ms. Mery Cherylyn M. Panaligan, currently serving as Service Accounting Clerk, will assume the duties and responsibilities of Ms. Elena R. Nipes, Service Accounting Assistant - Field Services, in addition to her present role.

Your continued support and cooperation during this transition are highly appreciated.

Thank you!

Prepared by:

 11/12/25

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Service Accounting Supervisor

Noted by:

 11/13/25

Thaddeus George C. Roman

Accounting Assistant Manager

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 11/13

Editha M. Flores

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