

TO : All Concern Department
FROM : IQA Team
RE : ISO Orientation
Date : February 09, 2026
REF.NO. : IQA-000-26-1-004

Please be informed that, pursuant to **Memo No. IQA-000-26-1-001**, the schedule of the ISO Orientation has been revised due to an unavoidable conflict with the speaker's availability.

To ensure that all participants will still benefit from a complete and effective discussion of the ISO requirements, the orientation sessions have been rescheduled as follows:

February 17, 2026 – Virtual Orientation for Service Center (*rescheduled from February 20*)

February 18, 2026 – Head Office (AVR)

February 20, 2026 – Head Office (AVR) (*moved from February 19*)

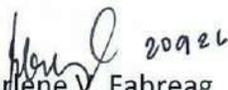
All sessions will begin promptly at **8:30 AM**.

This orientation remains essential for all employees, as it will provide a clearer understanding of the requirements and principles of the International Organization for Standardization (ISO), as well as its importance in strengthening our organization's commitment to quality management and continual improvement.

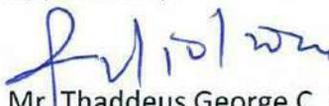
Please make necessary arrangements to ensure your presence at the orientation. Your active participation and engagement in the session will contribute to our organization successful ISO compliance journey.

Thank you for your cooperation and commitment to maintaining ISO standards within our organization.

Prepared by :


Ms. Arlene V. Fabreag
IQA Chairman

Approved by:


Mr. Thaddeus George C. Roman
QMR

VIRTUAL ATTENDEES**FEBRUARY 17,2026**

NO.	NAME	DEPARTMENT
1	Fabia, Jomhia Kyen Velasco	SERVICE CENTER
2	De Peña, Rocky Marco Buctuan	
3	Torquemada, Aisen John Luna	
4	De La Cruz, Jojiemar Delabanda	
5	Trinidad, Jan Michael Nuñez	
6	Falogme, Khea Rose Gayas	
7	Flores, Eric Villadares	
8	Lapasaran, Gebriel Keith Mendoza	
9	Cordova, Fritz Montipolca	

1ST BATCH**FEBRUARY 18,2026**

NO.	NAME	DEPARTMENT
1	Daganta, Yoshiyuki John	CAVITE
2	Dela Torre, John Edu Cordero	CAVITE
3	Elpedes, Benjcc Bermejo	CAVITE
4	Geronimo, Mark Judiel Nasa-an	CAVITE
5	Macarilao, Jay Andrei Corpuz	CAVITE
6	Manubay, Marissa Sasutona	CAVITE
7	Dela Cruz, Realle Mercy Villamor	FINANCE
8	Gonzales, Ryshia Isabelle Yulas	FINANCE
9	Monserate, Sheena Milante	FINANCE
10	Cepe, Mariecris Alemania	HR
11	Culile, Kate Sosing	HR
12	Capiral, Charmaine German	MARKETING
13	Nacis, Bill Jasper	MARKETING
14	Lantajo, Dawn Allyn Lim	OP
15	Cabasag, Anthony Maulas	SALES
16	Codeniera, Gianine	SALES
17	Reyes, Arvin Medallo	SALES
18	Rodriguez, Shaira Pilac	SALES
19	Agpoon, Emmanuel Franz Brazil	SERVICE
20	Cañon, Joenel Sartotio	SERVICE
21	Sumalo, Jonnel Delima	SERVICE

2ND BATCH
FEBRUARY 20,2026

NO.	NAME	DEPARTMENT
1	Cenzon, Renzo	CAVITE
2	Borja, John Bert	CAVITE
2	Oprecina, Rolando Villasorca	CAVITE
3	Tangalin, Michael Jordan Mariano	CAVITE
4	Valenzuela, Cris	CAVITE
5	Gemol, John Felix Ternida	FINANCE
6	Hermosa, Cendric Jhay Magnaye	FINANCE
7	Martinez, Yssel Martinez	FINANCE
8	Payumo, Angel Grace Legaspi	FINANCE
9	Jovero, Christine Paras	HR
10	Rivera, Chartin Jolen Quiapo	HR
11	Ramos, Paul Raven Reyes	MARKETING
12	Sevandra, Angelica Issay Tolentino	MARKETING
13	Flores, Riza Mae Raagas	OP
14	Miguel, Jemmalyn Lalo	OP
15	Muyna, Cleos Ann Marie Balsote	SALES
16	Yu, Bea Grace Tamos	SALES
17	Balitaan, Maezy Irish Lalongisip	SERVICE
18	Ignacio, Evangeline Diaz	SERVICE
19	Nogoy, Adrian	SERVICE
20	Vinluan, Apple Grace Resuello	SERVICE