

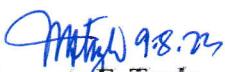
Inter-Office Memo

FOR : ALL CONCERNED EMPLOYEES
FROM : HUMAND RESOURCE DEPARTMENT
RE : TRAINING SCHEDULE
DATE : September 8, 2023
REF# : HRD-SUP-23-9-049
CC : All Dept./DC/file

Attached is the list of employees required to attend the training on **Advance Spreadsheet for Business Reporting** as a result of 2022 (last year) performance appraisal's Training Needs Analysis (TNA). Please mark your calendar to ensure that you will not miss schedule. Failure to attend will be sanctioned according based on the company's code of discipline. In addition, all participants for this training will be sent a link for individual registration. Having received the link, please register and follow instruction for that process. Once you have registered you will receive an email for the payment instruction, kindly give it to the undersigned and I will be the one to process the payment.

Please be informed,

Thank you


Mamerta F. Tagle
HR Supervisor

Approved by:


Oliver M. Filoteo
Executive Vice-President

November 22, 2023 PTTC

- 1 DUCUSIN, RHINA SHANE B.
- 2 BOLOCON, JONALD VELASCO
- 3 CASTAÑEDA, GLENN NITA
- 4 DULOG, JOANNA MARIE ESTRELLA
- 5 OBRADOR, JAYFERSON B.
- 6 OLIMBA, ERNIE CABIDES
- 7 PAUSAL, ROWENA CANO
- 8 PEREZ, MARIA MICHELLE MANLICLIC
- 9 SOLO, KRISTIAN LOYOLA
- 10 UMALI, CHRISTOPHER
- 11 COMPUESTO, JUNEL A.
- 12 DOROMAL, RAYMOND CHARLES DUREMDES
- 13 MAGTOTO, EDGAR
- 14 SUPERA, JANE O.
- 15 SALGADO, JEAN
- 16 TABLANZA, ROLANDO JR. VILORIA
- 17 BASTO, CHRIS A.
- 18 SANTOS, ARLAN GONZALES
- 19 IRINGAN, MARLON T.