

TO : ALL CONCERNED DEPARTMENT
FROM : CREDIT AND COLLECTION
SUBJECT : AS STATED
REFERENCE : FIN-000-24-04-085
DATE : April 26, 2024
CC : HRD / MIS / ADM / WHS / SAL / AIS / DCO

This is to inform all related processes that starting May 2, 2024, the following personnel will move to its new position due to the resignation of Ms. Cruz:

1. Mr. Kenneth Villaflor, Invoicing Assistant will now move to Importation Clerk as level II and,
2. Mr. John Harry Ibatuan; Invoicing Clerk will take Mr. Villaflor former position.

Mr. Villaflor will undergo three (3) months probationary as he is new to his new position. However, Mr. Ibatuan is exempted on the evaluation since he handles the same responsibility of Mr. Villaflor.

Mr. Villaflor possesses various qualities that fit to his new position. He was able to fulfill job roles without direct supervision, on time and flexible. He is reliable, flexible and detail oriented which is attributable to the section success.

All necessary actions for this adjustment shall take effect immediately. Please do not hesitate to approach the undersigned if you have any questions regarding this matter.

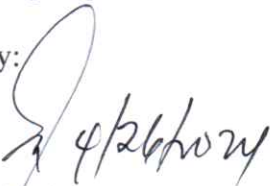
Please be guided accordingly.

Respectfully yours,



Thaddeus George Roman
Accounting Supervisor

Noted by:



Ms. Edith Flores
Assistant Vice President