

TO : ALL CONCERNED DEPARTMENTS  
FROM : FINANCE  
SUBJECT : INTERNAL MOVEMENT  
DATE : SEPTEMBER 17, 2024  
REF. NO. : FIN-000-24-9-194  
CC : FILE/DCO

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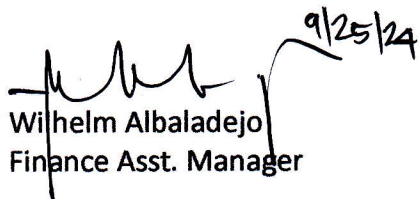
This is to inform all concerned departments that effective October 15, 2024 the following employees will move to its new position due to the resignation of Ms. Rhina Shane Ducusin.

1. Ms. Maribel Peña (Accounting Assistant-Payroll/Importation) will now handle the **Payroll functions** of Ms. Rhina Shane Ducusin (Accounting Assistant III-Payroll/Importation).
2. Mr. Kenneth Villaflor (Accounting Clerk-Importation) will have a new position assigned to do the **Importation functions** of Ms. Rhina Shane Ducusin and Ms. Maribel Peña.
3. Ms. Wiljane Watiwat (Service Accounting Assistant-ASC Billing) will be transferred to Payroll Section and will take the **Payroll functions** of Ms. Maribel Peña.

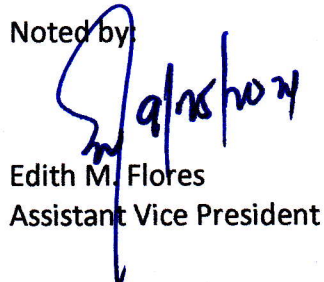
Please be guided accordingly.

Thank you.

Prepared by:

 9/25/24  
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Finance Asst. Manager

Noted by:

 9/15/24  
Edith M. Flores  
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