

## REVISION OF POLICY MEMORANDUM 2003-01-002

TITLE : FINANCIAL ASSISTANCE TO EMPLOYEES

SCOPE: : Applies to all KPII employees who have at least two (2) years length of service starts from the official hiring date explicitly stated on the employment contract

OBJECTIVE : To boost moral of employees and showing that the company cares

DATE : July 17, 2013

REF. : HRD-SUP-13-9-044

CC : DC, FILE

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### 1. DEATH OF FAMILY MEMBERS

- a. Spouse/ Father/Mother/Child P10,000.00
- b. Brother/Sister 2,000.00 *af*


Requirement: Certified True Copy of Death Certificate  
Must be submitted to HRD

### 2. RESIDENTIAL HOUSE GOT BURNED

- a. Provincial Based Employee P 3,000.00
- b. Metro Manila Based Employee 5,000.00

Requirement: Fireman Report or Barangay Captain  
Certification duly notarized

This policy shall take effect from business September 2013 unless revised and revoked.

  
**Mamerta F. Tagle**  
HR Supervisor

Noted by:

  
**OLIVER M. FILOTEO**  
AVP-Finance/HR

Approved by:

  
**TOM Y. TSENG**  
President/CEO