

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 boast moral of employees and showing that the company cares
DATE	: July 17, 2013
REF.	: HRD-SUP-13-9-044
CC	: DC, FILE

1. DEATH OF FAMILY MEMBERS

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



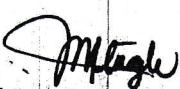
Requirement: Certified True Copy of Death Certificate
Must be submitted to HRD

2. RESIDENTIAL HOUSE GOT BURNED

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

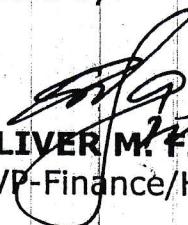
Requirement: Fireman Report or, Barangay Captain
Certification duly notarized

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