

TO : ALL CONCERNED EMPLOYEES
FROM : HUMAN RESOURCE DEPARTMENT
SUBJECT : BUSINESS WRITING & ADVANCED EXCEL TRAINING
DATE : AUGUST 16, 2022
REF # : HRD-REC-22-08-705
CC : HRD, SERVICE, SALES, OP, FINANCE, KMI, DC/FILE

Below listed are the personnel who is reminded for the upcoming **Inhouse Trainings** on **August 17, 2022 (Wednesday)** and **August 18, 2022 (Thursday)** that will be held at **4th Floor, AVR** from **8:30 AM to 4:00 PM**.

August 17, 2022 – Business Writing

Bolocon, Jonald	Abesamis, Gloria Tiffany
Castañeda, Glenn	Mauricio, Rona
Olimba, Ernie	Arcilla, Bryan Jed
Manzano, Dante	Buted, Cielo
Solo, Kristian	Reyes, Shara Shane
Umali, Christopher	Ducusin, Rhina Shane
Saari, Charles	Roldan, Jessika

August 18, 2022 – Advanced Excel

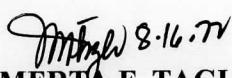
Bolocon, Jonald	Abesamis, Gloria Tiffany
Castañeda, Glenn	Zamora, Kenneth
Olimba, Ernie	Legaspi, Rose Anne
Manzano, Dante	Mauricio, Rona
Solo, Kristian	Arcilla, Bryan Jed
Patricio, Marieneli Cristal	Seva, Luisito
Saari, Charles	Diaz, Rephael Gio
De Lima, Jozelle	

In case of any other questions and concerns you can approach the undersigned.

Thank you very much.


JOY ELAINE CHICHIOCO
HR Assistant

Noted by:


MAMERTA F. TAGLE
HR Supervisor