

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

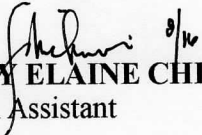
| | |
|--------------------|--------------------------|
| Bolocon, Jonald | Abesamis, Gloria Tiffany |
| Castañeda, Glenn | Mauricio, Rona |
| Olimba, Ernie | Arcilla, Bryan Jed |
| Manzano, Dante | Buted, Cielo |
| Solo, Kristian | Reyes, Shara Shane |
| Umali, Christopher | Ducusin, Rhina Shane |
|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

August 18, 2022 – Advanced Excel

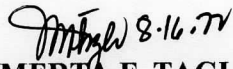
| | |
|--------------------------------|--------------------------|
| Bolocon, Jonald | Abesamis, Gloria Tiffany |
| Castañeda, Glenn | Zamora, Kenneth |
| Olimba, Ernie | Legaspi, Rose Anne |
| Manzano, Dante | Mauricio, Rona |
| Solo, Kristian | Arcilla, Bryan Jed |
| Patricio, Marieneli Cristal | 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