

## Inter-Office Memo

TO : ALL EMPLOYEES  
FROM : HUMAND RESOURCE DEPARTMENT  
RE : INTERNAL MOVEMENT  
DATE : September 18, 2023  
REF# : HRD-SUP-23-9-052  
CC : All Dept./DC/file

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I would like to inform everyone of an upcoming internal movement within our department due to urgent resignation of an employee due to her delicate pregnancy. In this regard, we are taking the following steps to ensure a smooth transition of responsibilities:

Ms. Andrea Suministrado currently one of our Recruitment Assts will replace the position of HR Benefits effective September 20, 2023. She will step in to assist transactions about this position to ensure that there is no disruption in our operations with the assistance of our previous HR-Benefits Ms. Racca and yours truly.


On the other hand, Ms. Maria Graciella Khyla Estreller, current reliever for our HR Asst. Supervisor who in charge in staff hiring will take place the position of Ms. Andrea Suministrado. Hence no external hiring will transpire for this internal movement.

We understand that transitions like this can be challenging, but we are confident that with everyone's support, we will successfully manage this change and maintain the high standards of our department's work. If you have any questions or concerns, please do not hesitate to reach out to me or the HR department.

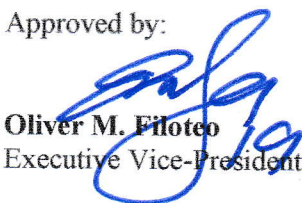
Please ensure that all employees under each department are informed.

Thank you for your understanding and cooperation during this transition.

Prepared by,

  
**Mamerto F. Tagle**  
HR Supervisor

Approved by:

  
**Oliver M. Filoteo**  
Executive Vice-President