

## Inter-Office Memo

TO : **ALL CONCERNED**  
FROM : **HUMAN RESOURCE DEPARTMENT**  
RE : **INTERNAL MOVEMENT**  
DATE : **April 4, 2023**  
REF# : **HRD-SUP -23 -4-015**  
CC : **DC/ file**

---

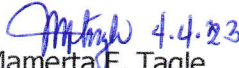
Please be informed that HR Department will have an internal movement effective April 17, 2023 due to resignation of personnel. The personnel who will be affected are as follows:

<u>Name</u>	<u>Current position</u>	<u>New position</u>
Camille Anne Espino	HR-Admin	Training Specialist
Kriselle G. Racca	HR-Benefits	HR-Admin
Vacant Position 1		HR-Employe Relations Asst.
Vacant Position 2		HR-Benefits

In this regard, above mentioned employees under this internal movement will undergo 3 months evaluation. Furthermore, upon effectivity, all transactions will eventually handled by the new assigned employee hence dealings must be coursed thru accordingly and on a roving status for new HR-Admin to Benefits until replacement becomes available.

For your information and implementation.

Prepared by:

  
Mamerta F. Tagle  
HR-Supervisor

Approved by:

  
Oliver M. Filoteo  
EVP/COO