

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**

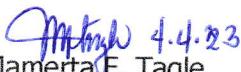
Please be informed that HR Department will have an internal movement effective April 17, 2023 due to resignation of personnel. The personnel who will be affected are as follows:

Name	Current position	New position
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

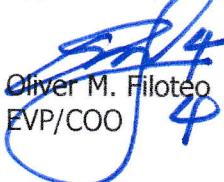
In this regard, above mentioned employees under this internal movement will undergo 3 months evaluation. Furthermore, upon effectivity, all transactions will eventually handled by the new assigned employee hence dealings must be coursed thru accordingly and on a roving status for new HR-Admin to Benefits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

For your information and implementation.

Prepared by:


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Approved by:


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