

TO : ALL CONCERNS  
FROM : HUMAN RESOURCE DEPARTMENT  
RE : AS STATED  
DATE : January 22, 2024  
REF# : HRD-SUP-24-01- 003  
CC : DC/file / MIS / NEWS

---

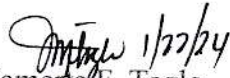
Please be informed that HR Department will be having internal movement due to resignation of current Timekeeping-NCR. In this regard please see below movement:

Name	Current Position	New Position	Remarks
Jessa Alcantara	HR-Timekeeping NCR		resigned
Raiza ALiven	HR-Timekeeping Provincial	HR-Time keeping NCR	
Cielo Marie Buted	HR-Timekeeping Non punching	HR-Timekeeping Provincial	
MRF-request		HR-Timekeeping Non Punching	

Moreover, I would like also to request assistance from MIS for the transfer of computer, HRIS etc., access designated to each employees mentioned above affected by the 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.

Thank you for your understanding and cooperation during this transition.

  
Mamerta F. Tagle  
HR-Supervisor

Approved by:

  
Oliver M. Filoteo  
Executive Vice-President

  
Tong Y. Tseng  
President