

TO : ALL DEPARTMENTS  
FROM : HUMAN RESOURCE DEPARTMENT  
RE : INTERNAL MOVEMENT  
DATE : April 26, 2024  
REF# : HRD-SUP-24-04- 017  
CC : DC/file/News

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Please be informed about some internal personnel transfers that will be taking place within our department effective May 15, 2024. The following are as follows:

NAME	CURRENT POSITION	NEW POSITION
RACCA, KRISSELLE GAVIN	HR ADMIN	TIMEKEEPING PLANT & PROVINCIAL PM
BUTED, CIELO MARIE M.	TIME KEEPING PLANT & PROVINCIAL PM	HR ADMIN

Continuing our dedication to cultivating professional growth and development within our team, we are pleased to announce that two of our HR Assistants will be exchanging positions. While we are excited about the enriching opportunities this change will bring to our staff, we understand that it may lead to some temporary inconveniences within your departments.

To address these potential inconveniences, we encourage open communication between departments. If you anticipate any specific challenges or require assistance during this transition period, please do not hesitate to reach out to the HR department. We are here to support you and ensure that operations continue as smoothly as possible.

Thank you for your understanding and cooperation. We believe that these internal movements will ultimately benefit our organization as a whole, and we appreciate your support in making this process as seamless as possible.

  
MAMERTA TAGLE  
HR Supervisor

Approved by:  
  
OLIVER M. FILOTEO  
EVP