

TO : TRAINING ATTENDEES
FROM : HUMAN RESOURCE DEPARTMENT
RE : TRAINING SCHEDULE
DATE : January 7, 2025
REF# : HRD-SUP-25-01-004
CC : DC/ file

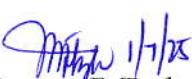
We are pleased to share the schedule for the upcoming training sessions for the first quarter of the year for the newly hired employees.

Training Title	Date
1. Customer Service	January 24, 2025
2. Telephone Etiquette	January 31, 2025

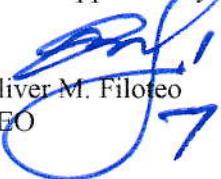
If you have any concerns or conflicts with the schedule, kindly let us know as soon as possible so we can address them promptly.

Thank you for your cooperation and commitment to continuous learning.

Best regards,


Mamerta F. Tagle
HR-Supervisor

Noted/Approved by:


Oliver M. Filoteo
CEO