

**Inter-Office Memo**

**TO : ALL EMPLOYEES**  
**FROM : HUMAN RESOURCES DEPARTMENT**  
**RE : INTERNAL MOVEMENT**  
**DATE : AUGUST 27, 2025**  
**REF# : HRD-SUP – 25-08-035**  
**CC : DC/file**

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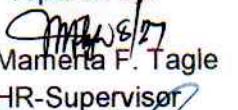
Please be informed that there will be an internal movement within the Recruitment and Training Section due to the resignation of Ms. Clarabel Piano.

Name	Current Position	New Position	Level
CHICHIOCO, JOY ELLAINE	Recruitment Asst.	Recruitment & Training Head	Level III
CULILE, KATE S.	Sourcing Asst.	Recruitment Asst.	Level I
RIVERA, CHARTIN JOLEN	Newly hired	Sourcing Asst.	Level I
QUIAPO			

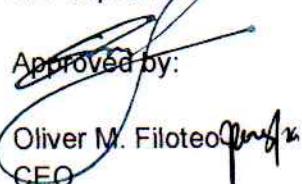
- Ms. Joy Ellaine Chichioco will assume in handling recruitment for office staff and previous responsibilities of Ms. Piano.
- Ms. Kate Culile, previously serving as Sourcing Assistant, will take over Ms. Chichioco's role as Recruitment Assistant.
- Ms. Chartin Jolen Q. Rivera, our newly hired staff member, will take on the position of Sourcing Assistant, previously held by Ms. Culile.

Kindly direct any concerns to the appropriate personnel to ensure a smooth transition and efficient handover of responsibilities.

Prepared by:

  
Mamente F. Tagle  
HR-Supervisor

Approved by:

  
Oliver M. Filoteo  
CEO