

FOR : DEPARTMENT HEADS  
FROM : IQA Chairman  
SUBJECT : ISO Orientation  
REFERENCE: IQA-000-23-4-003  
DATE : 28 Apr 2023  
CC : DC, FIN,HR,AIS,OP,MKTG,SVC,ADM,SAL,MIS,WHS.PRO, File

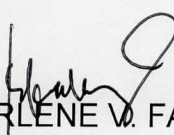
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Attached to this circular are the required employees to attend ISO 9001:2015 training and orientation on May 23, 2023 9:00 a.m. – 12:00 n.n. at Plant Site General Assembly Area and on May 24 – 25, 2023 9:00 a.m – 12:00 n.n. at Head Office AVR It aims to orient the participants regarding the ISO requirements and its benefits and to develop future member of the Internal Quality Auditors.

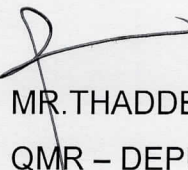
Kindly make sure that the scheduled date of the said activity is free from any interference. Attendees are requested to settle all appointments before the training schedule. The team will make sure that all necessary precautions for the safety of everyone is in placed at all time. Please bring your mobile handset with data, pen and notes.

We're looking forward for your positive perusal regarding this matter.

Prepared by:

 4-28-23  
MS. ARLENE V. FABREAG  
IQA Chairman

Noted by:

  
MR. THADDEUS GEORGE ROMAN  
QMR – DEPUTY

Approved by:

  
MR. OLIVER M. FILOTEO  
EXECUTIVE VICE PRESIDENT/QMR

May 24, 2023

NO.	NAME	POSITION	DEPARTMENT
1	DIMAYUGA, JENALOU G.	ADMIN ASSISTANT	ADMIN
2	BAUTISTA, KATHLEEN	Audit Asst. 1 - Transactions	AUDIT
3	MARCO, DARLYN	Audit Staff	AUDIT
4	BAUTISTA, MICHELLE G.	ACCOUNTING ASSISTAT - C&C	FINANCE
5	CASTRO, JEROME	Svc. Acctg. Asst.	FINANCE
6	CRUZ, ASHLEY BRIDGET	ACCOUNTING CLERK - IMPORTATION	FINANCE
7	CRUZ, PAULYNNE ERICKA	ACCOUNTING ASSISTANT	FINANCE
8	DORIA, NICK ANGELONICK L.	Accounting Assistant – Credit Memo	FINANCE
9	ALIVEN, RAIZA D.	HR TIMEKEEPING ASST. (PROVINCIAL)	HUMAN RESOURCE
10	BUTED, CIELO MARIE M.	HR TIMEKEEPING ASST. (NON-PUNCHING)	HUMAN RESOURCE
11	CHICHIOCO, JOY ELLAINE	HR Recruitment Assistant I	HUMAN RESOURCE
12	BLANCO, MARK ERICKSON	PRODUCTION ARTIST	MARKETING
13	TORINO, MICKO T.	IS GENERALIST	MIS
14	BRIL, CATHLEA	Customer Feedback Asst	OFFICE OF THE PRESIDENT
15	DAYAO, HARVEY	PRODUCT DEVELOPMENT ENGINEER	OFFICE OF THE PRESIDENT
16	DEVIO, MARJORIE GLADYS C.	SALES MNGT. ASST. - PROJECT SALES	SALES
17	NIÑONUEVO, JEANETTE	SALES ACCOUNT MANAGEMENT ASSISTANT	SALES
18	OBRADOR, JAYFERSON	SALES PSMM ASSISTANT	SALES
19	BILOG, MAYNARD	TECHNICIAN - WHITELINE I	SERVICE
20	CALIBOT, ERICA	CSR	SERVICE



May 25,2023

NO.	NAME	POSITION	DEPARTMENT
1	LEGASPI ROSE ANNE A	Service Accounting Assistant – Non Trade Inventory	FINANCE
2	MAGBUJOS, JAMESON	ACCOUNTING ASSISTANT (TAXATION)	FINANCE
3	MASANGKAY, JOAN ERICKA L.	ACCOUNTING ASSISTANT (INVOICING)	FINANCE
4	NAVARRO, ANGELLE MAE A.	Payroll Clerk	FINANCE
5	PEÑA, MARIBEL P	Accounting Clerk - Importation	FINANCE
6	TORCINO, MA. ANNGELICA	ACCOUNTING ASST. - BOOK OF ACCOUNTS	FINANCE
7	VILLAFLO, KENNETH D.	Invoicing Clerk	FINANCE
8	WATIWAT, WILJANE E.	SERVICE ACCTG. ASSISTANT-ASC BILLING	FINANCE
9	DISCAR, JASMINE DALE	HR ER	HUMAN RESOURCE
10	ESPINO, CAMILLE ANNE B.	HR ADMIN	HUMAN RESOURCE
11	SUMINISTRADO, ANDREA A.	HR Recruitment Assistant II	HUMAN RESOURCE
12	QUINES, ARJAY A.	IS GENERALIST	MIS
13	GOMEZ, SHEIRY ANNE	Customer Feedback Asst	OFFICE OF THE PRESIDENT
14	VIDAL, ALEXEISE BRIGNO	Customer Feedback Asst	OFFICE OF THE PRESIDENT
15	TRAJECO, JAKE BRYAN A.	SALES PS MANAGEMENT ASSISTANT	SALES
16	UMALI, CHRISTOPHER B.	ACCOUNT OFFICER	SALES
17	KRISTINE, BERNAS	ASC JOB COORDINATOR - CONTROL NUMBER REQUEST	SERVICE
18	PAJULIO, REA MAE G.	CUSTOMER SERVICE REPRESENTATIVE	SERVICE
19	PIELAGO, KIERSTINE GRACE Z.	CUSTOMER SERVICE REPRESENTATIVE	SERVICE
20	PINO, CHARLOTTE	CSR	SERVICE
21	TAGUPA LISTER JAY R.	Whiteline Technician/Helper	SERVICE