



LEASING AND FINANCE CORP.

Km. 114 Maharlika Highway, Brgy. Dicarma
Cabanatuan City 3100

FOR : **THE PRESIDENT & CEO**
FROM : **GENERAL MANAGER**
DATE : **16 FEBRUARY 2022**
SUBJECT : **ADDITIONAL ASSIGNMENT OF MARIA KRISTINE CADIZ**

EXISTING POSITIONS:

- Executive Assistant
- Customer Service Staff

RECOMMENDATION:

- To include the following function of In-house Sales Assistant
 - Soliciting renewal clients of BEL product
 - Soliciting new clients via phone call only

JUSTIFICATIONS:

- To help the Nueva Ecija Hub in soliciting BEL accounts, since, we only have 1 sales partner handling the BEL and collateralized accounts
- To gain knowledge on how the sales and marketing department function which is related to her report on customer service
- To formalize the additional assignment
- To be able to secure access on loan system, issuance of netbook and mobile phone intended for sales partner.

For your approval.

 : 2/16/22
MARY ANN D. SONIGA
General Manager

 2/17/22
MA. ANJELI S. CADIZ-BAENA
Officer for Finance and Admin./Assistant General Manager

Approved by:

 2/18/22
MR. JOSE I. CADIZ, JR.
President & CEO