

DATE : JANUARY 11, 2024
TO : ALL EMPLOYEES
FROM : HUMAN RESOURCE DEPARTMENT
SUBJECT : UNIONBANK PAYROLL TRANSITION

RNO-HR-MP-2024-006

This is to inform everyone that all employees shall be transferred to UNIONBANK from AUB effective 15 FEBRUARY 2023. With this, all employees will have to comply with the necessary requirements for application of payroll account and acquisition of the UNIONBANK card.

All salaries will also be processed and released through UNIONBANK starting February 15, 2023. **No UNIONBANK, no salary release.**


In preparation for the transition to UNIONBANK Payroll, the following steps need to be taken:

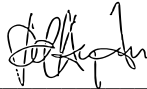
- 1. All employees shall prepare 1 GOV'T issued ID (Driver's license, Passport, NBI clearance, Police clearance, UMID, National ID)
- 2. Any employee information such as personal and family details, employment information and history shall be processed and accessed through HRIS.
- 3. Application of UNIONBANK Payroll will be done per brand, starting with RULE NUMBER ONE, TAVOLATA INC., CEB MAYA KONCEPTS INC., PHAT PHO INC., ABACA BAKING CONCEPTS INC., TAG CONCESSIONS INC.,


Breakdown of completion is as follows:

● Rule Number One Corp	100%	January 19, 2024
● Tavolata Inc.	100%	January 19, 2024
● Ceb Maya Koncepts Inc. (4 outlets)	100%	January 26, 2024
● Phat Pho Inc.	100%	February 2, 2024
● Abaca Baking Concepts Inc.	100%	February 9, 2024
● Tag Concessions, Services Inc,	100%	February 9, 2024

For your information.

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JH

THIS MEMO AND ITS ATTACHMENTS ARE FOR THE EYES OF THE ABACA GROUP EMPLOYEES ONLY



THE ABACÁ GROUP