

**HRD Notice 2016-29**

**TO : ALL EMPLOYEES**  
**FROM : THE HUMAN RESOURCES DEPARTMENT**  
**RE : LOCKERS**  
**DATE : September 2, 2016**

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Please be informed that starting today all office employees will be given 1 locker located near the front door. Everybody is required to bring your own locks.

Thank you.

Truly yours,

  
PAUL HART DIONISIO  
HRD-OIC

Noted by:

  
LEOVILITO VINARAO  
Operations Manager

  
FREDERICK CHUA  
Director for Operations

Cc: HRD  
Security Department