

To : All Employees

From: Atty. Angelique  Margret T. Natividad, HR Director

RE : APE Extension

Date : June 14, 2019

Last May 2019 HR routed a memo to each department about the Annual Physical Examination and gave the schedule of each qualified team member's Medical and Dental Exam. In the original memo, the schedule was from May 13 - June 13, 2019.

However, some of our employees were not able to do the medical for several reasons. Because of this, HR is extending the Annual Physical Examination period to **June 22, 2019 ONLY**. Any team member who fails to have his/her medical and dental exam during this period will no longer be able to avail of this privilege. If you wish to have your exam after this period, the company will no longer shoulder the costs of the medical and dental exams.

For Dental please inform HR ahead of time if you are not available on the scheduled date. Our company dentist is not always available to take appointments outside of those scheduled by the office and the clinic can only cater four (4) employees in a day.

Thank you.