

Date: 26 February 2019

To: All STI and SJI Team Members

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

Re: Vehicle/Motorcycle Plate Numbers

You are all aware that everyone is registered under our company insurance program with Prudential Life and Guarantee, Inc.

With the increasing need for vehicles/motorcycles in Zamboanga City and all other areas where we have branches, part of our insurance terms is that every Team Member is insured against Vehicle/Motorcycle Accidents, in case any occur.

In line with this, HR requests that all SJI and STI Team Members inform us if you own, drive, or take private (not for hire) vehicles/motorcycles to and from work, as well as in your own personal time. This is so that HR is aware of possible safety concerns and monitor your safety as well as to facilitate any possible claims you may have in the future with our insurer. We would greatly appreciate it if you could also inform us of the plate number/s of any and all vehicles/motorcycle units you own, drive, or take regularly for easier processing.

Please do so per department through an email to Ma'am LJ at lourdesjaneclimaco2017@gmail.com before 15th March 2019.

Thank you very much for your cooperation.

Should you have any questions, please do not hesitate to call HR.