

Date: August 3, 2023

To: All Team Members

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

Noted by: Angela Monette Natividad, VP for Operations

Re: WTN Study Leave and Turnover List

I will be on study leave starting September 1st, 2023 until September 30th, 2024. My last day in the office will be August 31st. During this period, I will not be performing the functions of HR Director.

Ma'am Cel Peñola will oversee the HR Department in my absence. For training-related matters, you may discuss with Ma'am Tara Bejerano. Recruitment matters may be discussed with Ma'am Jane Gemperoso. Please see below table on who to approach for which matters.

	Matter	Person in Charge
1	Approvals of HR Matters <ul style="list-style-type: none">a. eDTR-related matters (Gatepass, Activities, DRD, DHD)b. RIS, RPSc. PCFd. HRIS-related matters (PRF, PA signatures)	Ma'am Cel
2	HR Weekly Reports	Ma'am Cel
3	Incentive Trips (Qualifiers, planning, dates, GC, budget, etc.)	Ma'am Cel
4	HR Director signing/noting documents: <ul style="list-style-type: none">a. ATDsb. Memos for New Hire, Regularization, Separationc. Transfer Memosd. Relocation Memose. Agreements/Contracts (Employment, Laptop, Training, etc.)f. Grievance (13A, 13B, etc.)	Ma'am Cel
5	Final review of HR Policies and requests before submission to AMTN	Ma'am Cel
6	MOR Presentations for HR	Ma'am Cel
7	Training Requests, Learning Sessions (Shared Services, Sales)	Ma'am Tara
8	Onboarding for new hires	Ma'am Tara
9	Boarding House (selection of location, expenses, furnishing, concerns)	Ma'am Tara
10	Organization Development Matters (New role clarity, competence clarity, org structures, PAs)	Ma'am Tara
11	Careers Page	Ma'am Jane
12	Sophia Jewellery Scholarship Program (SJSP)	Ma'am Jane

Other matters not covered by this memo may be discussed separately with Ma'am Cel.

Thank you.