

To : All Team Members

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

RE : Deactivation of Sophia Google Group

Date : April 27, 2021

As we continue to digitize and put all of our announcements in one platform through HRIS, we would like to inform everyone that effective **May 1, 2021** we will no longer use the Sophia Google group and the Google group will be deactivated.

Since most of our announcements, memos, employee requests such as time off and OT has been made available in our Human Resource Information System (HRIS), there is no need to maintain the Google group anymore.

We request everyone to check your HRIS daily and keep updated with announcements from HR and other departments. You may continue to greet or congratulate Team Members on our announcement section on the HRIS.

For questions and concerns please call HR at 991-9936 or 991-2895 or call Ma'am Ira through mobile number 0917-308-6376.

Thank you.