

Date: November 13, 2020

To: All Shared Services Team Members

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

Re: Release of Uniform

The HR Department is happy to announce that our new uniforms are ready for release. Please be informed that the releasing of uniforms will be on November 16, 2020 at HR Department. The schedule are as follows;

Time	Department
10:00AM- 10:30AM	Accounting
10:30AM-11:00AM	Marketing
11:00AM-11:30AM	Audit
1:00PM-1:30PM	HR
1:30PM-3:00PM	Probationary Team Member were not able to measure their uniforms last November 2019.

If you are unable to make it please inform HR through text or chat as to who will collect the uniform and sign the logbook on your behalf.

If you have any questions or concerns feel free to contact or approach Ma'am Ira or Ma'am Monique at HR Department. Or simply call 991-9936.