

To : ALL EMPLOYEES

From : HAPPINESS RESOURCES DEPARTMENT

RE : New Records Officer

DATE : October 5, 2019

Greetings!

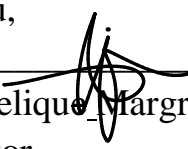
This is to inform everyone that **Ma'am Monique A. Sariego "M'Monique"** is the new Records Staff Trainee of HR Department whose picture appears below.



As of September 24, 2019, Ma'am Kathrina P. Aranas "M'Kath" left HR. **Ma'am Monique Joined HR last September 30, 2019** she will be handling the matters in *Employee Information, Contracts, Agreements, Certificate of Employment Requests and any work-related with Employee Records* may be coursed through her. You can reach her at (063) 975-953-7572 or email her at tngchr.masariego@gmail.com

For your information and guidance.

Thank you,



Atty. Angelique Margaret T. Natividad
HR Director