

To : All STI, SJI, and Shared-Services Employees

From : Happiness Resources Department

RE : Changes in HR Org Structure

Date : April 26, 2019

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In our desire to streamline processes and improve efficiency, certain changes have taken place in the HR Department:

1. As of April 8, 2019 – Ma'am Guy Buenvenida took over the Maintenance and Security Functions of the STI Building from Sir Darryle Calumpong. All maintenance and security concerns should be addressed to her until a new Maintenance and Security Officer is appointed.
2. Starting May 10, 2019 – All concerns regarding SALARIES, GOVERNMENT BENEFITS, PERFORMANCE INCENTIVES, DEDUCTIONS, and TIMEKEEPING should be brought up directly to the Finance/Accounting Department.
3. Also starting May 20, 2019 – Only the following benefits management will remain with HR:
  - a. Annual Physical Exam (APE)
  - b. Birthday Cakes
  - c. Uniform
  - d. Insurance
  - e. ATD creation only (deductions will be handled by Finance)

Since the compensation function has been transferred to the Finance/Accounting Department, HR has augmented their manpower lineup. As of April 25, 2019 – Ma'am Lea Lacastesantos has transferred to the Finance/Accounting Department and is no longer performing any tasks under HR.

Please let us know if you have questions.

Thank you.

Sincerely,

  
Atty. Angelique Margret T. Natividad  
HR Director