

To : All Employees

From : Happiness Resources

RE : HR Reshuffling of Tasks and updated directory

Date : March 21, 2019

Greetings!

The HR Department has undergone a reshuffling of tasks and responsibilities this 2019. We would like to inform you of some changes effective April 1, 2019.

First, Ma'am Lea R. Lacastesantos is the new full-time Benefits and Compensation Officer of the Happiness Resources Department. Any concerns that need to be addressed related to timekeeping, salaries verification and queries on Government remittances and contributions, company benefits, and any other related matters may be brought to her.

Second, Ma'am Ira Gregorio is returning to her old post as Employee Relations Officer. You may contact her for concerns regarding kamustahan, FaceTime, memos, EEI, clearance, and any other concerns regarding your welfare.

Third, HR no longer has an HR Manager. All concerns may instead be brought to the ff persons: Admin concerns – Ms. Lea Lacastesantos; Training concerns – Ms. Tara Bejerano; Recruitment concerns – Ms. Jane Gemperoso; General HR concerns – Atty. Wiggy Natividad.

Attached is an updated directory summarizing how and when you can contact HR.

Thank you.

Sincerely,


Atty. Angelique Margret T. Natividad
HR Director