

To : All Team Members

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

RE : New Building Admin Officer/Executive Assistant to BOD/Business Development Officer

DATE: February 18, 2022

Greetings!

HR's **Ma'am Lezilda P. Guerrero "M'Liz"** is the new Building Admin Officer / Executive Assistant to BOD / Business Development Officer effective **February 21, 2022**.

She will be handling matters in the supervision of maintenance services, utilities, equipment and all other building concerns. You can reach her at 0917-710-4133 or email her at sophia.lpguerrero@gmail.com

With this new assignment, M'Liz is leaving HR and Recruitment and we in HR are sad to see her go but we know she will have fun and grow so much more in her new role.

You may still send your referrals and recruitment questions to Ma'am Jane or Ma'am Lovely.

For your information and guidance.