



General MEMORANDUM

MEMO, NO. HRO-042 Series of 2025

April 14, 2025

To: **ALL DEPARTMENTS**

Re: **ANNOUNCEMENT OF NEWLY PROMOTED AND APPOINTED
EMPLOYEES**

We are pleased to inform you of the promotion and appointment of the following employees, to wit:

NAME OF EMPLOYEE	REMARKS	FROM	TO	Effectivity
Virgel Q. Navarro, RN	Appointment	Officer-In-Charge (OIC) - ICU	Acting ICU Head Nurse	February 26, 2025
Mary Jane M. Beza	Promotion	Linen and Laundry Head	Hospitality Management Department Head	March 11, 2025

These promotions are made in response to the evolving needs of the hospital and in compliance with regulatory standards.

Please join us in congratulating Mr. Navarro and Ms. Beza on their well-deserved promotion and appointment!


MARY KNOLL L. FERNANDEZ, RPm
Human Resource Officer

Cc: file