TO : ALL HEAD OFFICE Employees

FROM : AbHI - HRD DEPARTMENT

**RE : FAMILY BONDING SURVEY**

DATE : 24 July 2017

Shalom!

You are invited to participate in our survey for our upcoming family bonding. In this survey, you will be requested to complete a questionnaire that asks questions about your family members’ personal information, whereabouts and time availabilities.

Also, for future reference, everyone is enjoined to update their employee record in emplopad, specifically in your personal, contacts, and family information on names and birthdates of parents, siblings, spouse, and child/children if any.

We expect completed data by Wednesday, 26 July 2017.

If you have any concerns or questions, please do not hesitate to contact us.

Thank you and God bless.





**MARIA LEE F. POLONAN**

HRD Officer

Noted by:

**NELSON C. CHAVEZ**

*HRD Manager*