

MITSUKOSHI MOTORS PHILIPPINES, INC.		
ANNOUNCEMENT		
Subject:	HR Recruitment and New Hires Deployment Concerns	Ref. No.
Department:	Human Resources Department	HRD-16-04-0101
To:	Regional Managers, Area Managers, Branch Managers	

Effective April 01, 2016, please be guided that the following changes will be implemented to efficiently manage and expedite your recruitment and new hires deployment concerns.

	Recruitment	On Boarding
Email Address:	hr.recruitment@mitsukoshimotors.com	hr.onboarding@mitsukoshimotors.com
HR Associate:	Kathlyn L. Salvador	Ellen Alipio
Support:	Assist in nationwide recruitment activities: -Headcount Requisitions -Behavioral Interview -Employment Application -Resume -Exam Feedback -Background Investigation -Recruitment Activities	Assist in nationwide deployment of new hires: -Pre-employment Requirements -On boarding kits of newly hired employee (Endorsements, Job Description, ID) -Deployment schedule of new hires.

Kindly be updated that the following email address will no longer available to cater your recruitment concerns:

ellengay.alipio@mitsukoshimotors.com
maryanjenette.maaba@mitsukoshimotors.com

**Please use the abovementioned email addresses for your recruitment concerns*

Also, Ms. Mary Anjenette “Rieanne” Maaba will no longer be connected to the company starting April 1, 2016. Kindly direct your recruitment concerns to Ms. Kathlyn L. Salvador.

For your guidance and strict compliance,

Mark D. Tenorio
HR Manager