

To : **All Team Members**

From : Atty. Angellique Margret T. Natividad, HR Director

Re : Employee Transfer Announcement

Date : July 12, 2022

This is to inform the team that Ma'am Monique A. Sariago, our Records Officer has been transferred to Recruitment to work as our new Recruitment Officer effective July 12, 2022.

Please direct all your concerns and communications you would normally send to her to Ma'am Ira and Ma'am Cel until we are able to hire a replacement.

I would like the team to join me in wishing Ma'am Monique best luck in her new role.

Thank you.