


MEMORANDUM

DATE: NOVEMBER 30, 2022
TO: **NEW EMPLOYEES**
FROM: HUMAN RESOURCE DEPARTMENT
RE: **SCHEDULE OF ORIENTATION FOR NEW EMPLOYEES**
CODE OF CORPORATE GOVERNANCE and CODE OF ETHICS

Please be advised that an orientation activity for our new employees on “Risk Management and Corporate Governance” **will be conducted on December 2, 2022** by the Training and Development Department. This aims to let them be familiarized with the company’s Risk Management and Corporate Governance protocols.

For your information and guidance.


VERONICA HALING
Supervisor, Human Resource Department

MEMORANDUM

DATE: DECEMBER 1, 2022
TO: **ALL EMPLOYEES**
FROM: HUMAN RESOURCE DEPARTMENT
RE: **ENDORSEMENT FOR TRAINING**

Please be advised that you are endorsed to undergo an orientation on December 2, 2022. The training will all be about the company's CODE OF CORPORATE GOVERNANCE and CODE OF ETHICS and its principles.

For your perusal compliance.


Endorsed by:



VERONICA HALING

Supervisor, Human Resource Department

Approved by:



JAIME H. NADAL

AVP – Training and Development Department