



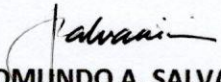
INTER-OFFICE MEMO

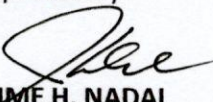
TO : ALL EMPLOYEES
FROM : THE OFFICE OF THE HUMAN RESOURCE DEPARTMENT
SUBJECT : **ORIENTATION FOR NEW EMPLOYEES – CODES OF ETHICS**
DATE : DECEMBER 4, 2023

Please be informed that there will be a half day orientation program on December 10, 2023 at the 2nd floor training room which aimed to familiarize new employees with the company's profile, mission, vision, core values, goals and objectives with emphasis on the company's Code of Business Ethics and Practices.

This orientation will be conducted by Mr. Jaime H. Nadal, Head of the Training and Development Department.

Employees who are assigned at the branches will be sent a zoom link for this activity. Please be guided accordingly.


EDMUNDO A. SALVACION JR.
Sr. HR Manager

Approved by:

JAIMÉ H. NADAL
AVP-Training and Development Dept.