




INTER-OFFICE EMPLOYEES

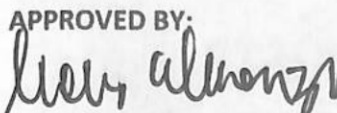
TO : ALL NEW EMPLOYEES
DATE : November 28, 2020
SUBJECT : Orientation for New Employees

Please be advised that an orientation activity will be conducted by the Personnel Department aimed at familiarizing new employees with the company's history, mission, vision, core values, goals and objectives including the company's Code of Business Ethics and Practices.

Kindly refer to the attached sheet for the schedule of your orientation. The corresponding zoom link shall be send to your respective emails one (1) day before your scheduled orientation activity.

Please be guided accordingly.

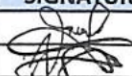

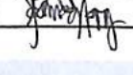

CRISTINA M. ARIAS
Head-Personnel Department

APPROVED BY:

MS. DORIS M. ALMANZOR
Chief Operating Officer

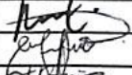
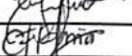
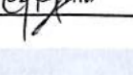
INTERNATIONAL MARKETING GROUP

2020

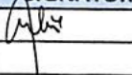
JANUARY

NO	NAME	DATE HIRED	DATE OF ORIENTATION	DATE RECEIVED	SIGNATURE
1	BELGA, HAZEL JOY FULLERO	13-Jan-20	DECEMBER 01, 2020	DECEMBER 01, 2020	
2	SIOCSON, JULIUS CESAR ASUNCION	15-Jan-20	DECEMBER 01, 2020	DECEMBER 01, 2020	
3	DOMAGTOY, NIZA PARRAGO	27-Jan-20	DECEMBER 01, 2020	DECEMBER 01, 2020	

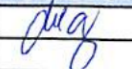
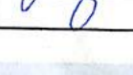
FEBRUARY

NO	NAME	DATE HIRED	DATE OF ORIENTATION	DATE RECEIVED	SIGNATURE
1	CABIA, RODELL MORABE	04-Feb-20	DECEMBER 01, 2020	DECEMBER 01, 2020	
2	DEQUITO, LEILA ANDREA DE GUZMAN	12-Feb-20	DECEMBER 01, 2020	DECEMBER 01, 2020	
3	BAÑA, CHONALYN FLORENDO	27-Feb-20	DECEMBER 01, 2020	DECEMBER 01, 2020	

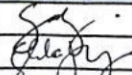
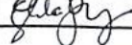
MARCH

NO	NAME	DATE HIRED	DATE OF ORIENTATION	DATE RECEIVED	SIGNATURE
1	DESCARTIN, ELAINE QUISAY	03-Mar-20	DECEMBER 01, 2020	DECEMBER 01, 2020	
			DECEMBER 01, 2020	DECEMBER 01, 2020	


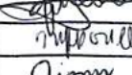
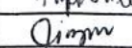
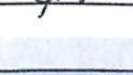
JUNE

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1	MELENDREZ, CYREN FRANCISCO	25-Jun-20	DECEMBER 01, 2020	DECEMBER 01, 2020	
2	SILVESTRE, MADEL COMBO	29-Jun-20	DECEMBER 01, 2020	DECEMBER 01, 2020	

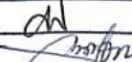

JULY

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1	ABUGAN JR, LORENOR SINIO	06-Jul-20	DECEMBER 01, 2020	DECEMBER 01, 2020	
2	DE GUZMAN, SHIELA SALIGAO	15-Jul-20	DECEMBER 01, 2020	DECEMBER 01, 2020	

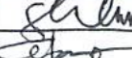

SEPTEMBER

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1	PESCASIO, JASMIN MERCENE	02-Sep-20	DECEMBER 01, 2020	DECEMBER 01, 2020	
2	ARSAD, JUHANNAH AMEROL	02-Sep-20	DECEMBER 01, 2020	DECEMBER 01, 2020	
3	BONILLA, CHERIE MAE FRANCISCO	02-Sep-20	DECEMBER 01, 2020	DECEMBER 01, 2020	
4	INZON, GEORGETTE LYKA LAVARIAS	02-Sep-20	DECEMBER 01, 2020	DECEMBER 01, 2020	

OCTOBER

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1	ABALAIN, ANGELICA BORJA	01-Oct-20	DECEMBER 01, 2020	DECEMBER 01, 2020	
2	VILLANUEVA, BEVERLY LUMBAY	22-Oct-20	DECEMBER 01, 2020	DECEMBER 01, 2020	

NOVEMBER

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1	MISOLES, SHALINE HINUNANGAN	05-Nov-20	DECEMBER 01, 2020	DECEMBER 01, 2020	
2	ESPORAS, CHRISSA LOPEZ	18-Nov-20	DECEMBER 01, 2020	DECEMBER 01, 2020	

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