

INTER-OFFICE EMPLOYEES

TO

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ALL NEW EMPLOYEES

DATE

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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	Jan
2	SIOCSON, JULIUS CESAR ASUNCION	15-Jan-20	DECEMBER 01, 2020	DECEMBER 01, 2020	Contract of the second
3	DOMAGTOY, NIZA I FCPARRAGO	27-Jan-20	DECEMBER 01, 2020	DECEMBER 01, 2020	dansolan
		Carlo Carlo Maria	V. Carlotte and Ca		11.0

FEBRUARY

NO	NAME	DATE HIRED	DATE OF ORIENTATION	DATE RECEIVED	SIGNATURE	
1	CABIA, RODELL MORABE	04-Feb-20	DECEMBER 01, 2020	DECEMBER 01, 2020	Anti	7
2	DEQUITO, LEILA ANDREA DE GUZMAN	12-Feb-20	DECEMBER 01, 2020	DECEMBER 01, 2020	seffio.	7
3	BAÑA, CHONALYN FLORENDO	27-Feb-20	DECEMBER 01, 2020	DECEMBER 01, 2020	Cot Cora	1
		Difference of the	March South & Thomas			_

MARCH

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

JUNE

	NO	NAME	DATE HIRED	DATE OF ORIENTATION	DATE RECEIVED	SIGNATURE
-	1	MELENDREZ, CYREN FRANCISCO	25-Jun-20	DECEMBER 01, 2020	DECEMBER 01, 2020	Ma
	2	SILVESTRE, MADEL COMBO	29-Jun-20	DECEMBER 01, 2020	DECEMBER 01, 2020	0

JULY

NO	NAME	DATE HIRED	DATE OF ORIENTATION	DATE RECEIVED	SIGNATURE
1	ABUGAN JR, LORENOR SINIO	06-Jul-20	DECEMBER 01, 2020	DECEMBER 01, 2020	54.
2	DE GUZMAN, SHIELA SALIGAO	15-Jul-20	DECEMBER 01, 2020	DECEMBER 01, 2020	Elegy
_		1 25 54: 25			8 ()

SEPTEMBER

NO	NAME	DATE HIRED	DATE OF ORIENTATION	DATE RECEIVED	SIGNATURE
1	PESCASIO, JASMIN MERCENE	02-Sep-20	DECEMBER 01, 2020	DECEMBER 01, 2020	TRIM
2	ARSAD, JUHANNAH AMEROL	02-Sep-20	DECEMBER 01, 2020	DECEMBER 01, 2020	allen .
.3	BONILLA, CHERIE MAE FRANCISCO	02-Sep-20	DECEMBER 01, 2020	DECEMBER 01, 2020	miposillere
4	INZON, GEORGETTE LYKA LAVARIAS	02-Sep-20	DECEMBER 01, 2020	DECEMBER 01, 2020	aimm

OCTOBER

NO	NAME	DATE HIRED	DATE OF ORIENTATION	DATE RECEIVED	SIGNATURE
1	ABALAIN, ANGELICA BORJA	01-Oct-20	DECEMBER 01, 2020	DECEMBER 01, 2020	d
2	VILLANUEVA, BEVERLY LUMBAY	22-Oct-20	DECEMBER 01, 2020	DECEMBER 01, 2020	mon.

NOVEMBER

NO	NAME	DATE HIRED	DATE OF ORIENTATION	DATE RECEIVED	SIGNATURE
1	MISOLES, SHALINE HINUNANGAN	05-Nov-20	DECEMBER 01, 2020	DECEMBER 01, 2020	selw.
2	ESPORAS, CHRISSA LOPEZ	18-Nov-20	DECEMBER 01, 2020	DECEMBER 01, 2020	Celmo

INTERNATIONAL MARKETING GROUP

2020

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DY, NIZA I FCPARRAGO	27-Jan-20	DECEMBER 01, 2020	DECEMBER 01, 2020	HOWANA .
	AZEL JOY FULLERO JULIUS CESAR ASUNCION OY, NIZA 1 FCPAPPA GO	JULIUS CESAR ASUNCION 15-Jan-20	JULIUS CESAR ASUNCION 15-Jan-20 DECEMBER 01, 2020	JULIUS CESAR ASUNCION 15-Jan-20 DECEMBER 01, 2020 DECEMBER 01, 2020

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2	DEQUITO, LEILA ANDREA DE GUZMAN	12-Feb-20	DECEMBER 01, 2020	DECEMBER 01, 2020	
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