

INTER-OFFICE EMPLOYEES

To : **ALL NEW EMPLOYEES**

Date : August 06, 2021

Subject : Orientation for New Employees

Please be advised that an orientation activity will be conducted by the Training and Development Department aimed at familiarizing new employees with the company's CODE OF CORPORATE GOVERNANCE and CODE OF ETHICS and its principles.

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

Please be guided accordingly.

Endorsed by:


Cristina Arias
Head – Human Resources Department

Approved by:


Jaime H. Nadal
AVP – Training and Development Dept.

Training, Learning and Developmental Plan

Document Reference	Training, Learning and Developmental Plan.
Purpose	To guide on rules and policies to support BOD, officers and all employees, training, learning and development.
Commencement Date	January 01, 2021
Date of Next Review	December 31, 2021
Who needs to know about this document	Board of Directors, Officers and All Employees
Revision History	No Revision History
Policy Author	Training and Corporate Communication/Human Resource
Policy Owner	Training and Communication/Human Resource

**PLAN AND APPROVED TRAINING FOR THE
YEAR 2021**

CATEGORY	TRAININGS	TIME	ATTENDEES
Category A: Legislative and Governance requirements	a. Remuneration Committee Chapter November 9, 2021	Internal Training 2-3 Hrs	BOD Senior Officers All employees
	b. RPT October 1, 2021	Internal Training 4 Hrs	BOD Senior Officers 10 Attendees
	c. Nomination Committee December 3, 2021	Internal Training 3 Hrs	BOD Senior Officers 10 Attendees
	d. Illegal activities of corporations /directors/ officers (To sched)		
	e. Protection of minority shareholder. (To sched)		
	f. Liabilities of Directors (To sched)		
	g. Confidentialities (To sched)		
	h. Conflict of Interest (To sched)		

	<p>i. ACGS and AC Annual Corporate Governance For IC regulated companies July 28, 2021</p> <p>j. Case studies and Financial Reporting and Audit. (To sched)</p> <p>k. Roles of Directors, officers and employees in ML/TF prevention. July 26, 2021</p> <p>l. Cooperation with the AMLC and the IC September 7, 2021</p>	<p>Internal Training 4 Hrs</p> <p>Internal Training 2 Hrs</p> <p>Internal 4 Hrs</p>	<p>BOD Senior Officers 10 attendees</p> <p>BOD Senior officers All employees 10 Attendees per batch</p> <p>BOD Senior officers All employees</p>
<p>Category B: Short courses (between 1 hour to under one-year duration)</p>	<p>a. General HR Orientation Year 2021</p> <p>b. Code of Business Ethics Year 2021</p>	<p>Internal Training 4 Hrs</p> <p>Internal Training 2 Hrs</p>	<p>All new employees 10 attendees per batch</p> <p>All new employees 10 attendees per batch</p>

Category C: Undergraduate courses			
Category D: Postgraduate courses			
Category E: Seminars and conferences			
Category F: Professional Memberships			
Category G: Other			
Category H: Personal Development and Employee Wellbeing			
Total / Year	14 Trainings /year Confirmed		30-60 Staffs and Heads/year

Prepared By: **Training and Development Department**



Approved By: **Jaime Pancraccio H. Nadal**
Asst. Vice President - Training and Development Department

KAISER INTERNATIONAL HEALTHGROUP, INC.
2021

NO.	NAME	DATE HIRED	DATE OF ORIENTATION	DATE RECEIVED	SIGNATURE
1	CAGSAWA, ROWENER	February 15, 2021	August 20, 2021	August 19, 2021	
2	CABANIAL, MARK	February 15, 2021	August 20, 2021	August 19, 2021	
3	DELA TONGA, GERIX	March 16, 2021	August 20, 2021	August 19, 2021	
4	DINGLASAN, LYNN	March 27, 2021	August 20, 2021	August 19, 2021	
5	ANAVISO, AARON GLENN	March 27, 2021	August 20, 2021	August 19, 2021	
6	CASASOLA, JAYZER	June 07, 2021	August 20, 2021	August 20, 2021	

[Handwritten signatures and initials in the signature column]