

INTER-OFFICE MEMORANDUM

To : **ALL BOARD OF DIRECTORS AND SENIOR OFFICERS**

Date : **October 1, 2021**

Subject : **Run Down of RELATED PARTY TRANSACTION**

Please be advised that a rundown activity will be conducted by the Training and Development Department aimed at familiarizing all Board of Directors and Senior Officers with the company's RELATED PARTY TRANSACTION CHARTER.

Kindly refer to the attached sheet for the schedule, copy of the manual, and other details, which will be sent to your respective emails together with the zoom link three (3) days before your scheduled activity.

Please be guided accordingly.



Jaime H. Nadal

AVP – Training and Development Dept.

| KAISER INTERNATIONAL HEALTHGROUP, INC. | | | | |
|--|---|---------------------|------------------|-----------|
| NO. | NAME | DATE OF ORIENTATION | DATE RECEIVED | SIGNATURE |
| 1 | DR. TITO P. TORRALBA | October 07, 2021 | October 04, 2021 | |
| 2 | DR. LEAH U. YOLO | October 07, 2021 | October 04, 2021 | |
| 3 | DR. JONATHAN DISRAELI S. SALVADOR | October 07, 2021 | October 04, 2021 | |
| 4 | DR. JOSE S. DURAN | October 07, 2021 | October 04, 2021 | |
| 5 | ATTY. TRANQUIL GERVACIO S. SALVADOR III | October 07, 2021 | October 04, 2021 | |
| 6 | ATTY. JOHANNES B. OLA | October 07, 2021 | October 04, 2021 | |
| 7 | ATTY. MANUELITO S. INSO | October 07, 2021 | October 04, 2021 | |

MANUELITO S. INSO