

INTER-OFFICE EMPLOYEES

To : **ALL NEW EMPLOYEES**

Date : November 20, 2024

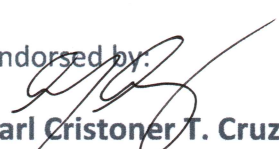
Subject : Orientation for New Employees – Code of Ethics

Please be informed that there will be an orientation program on November 29, 2024 at the 3/f Conference Room of the Omnis Prosperity Tower. This activity is aimed to familiarize new employees with the company's history, mission, vision, core values, goals and objectives with emphasis on the company's code of business ethics and practices.

The orientation will be facilitated by the Training and Development Department, in coordination with the Human Resources Department.

Please be guided accordingly.

Endorsed by:


Earl Cristoner T. Cruz

Head – Human Resources Department

Approved by:


Jaime H. Nadal

AVP – Training and Development Department

Kaiser International Healthgroup, Inc.
Training and Development Department
Orientation for New Employees - Code of Ethics
20-Nov-24

NO	SURNAME	FIRST NAME	DEPARTMENT	DESIGNATION	SIGNATURE
1	ABAUTAD	MARY JOY	ACCOUNTING	FINANCE ASSISTANCE	
2	MALUNDRAS	KIM DIANE	ACCOUNTING	FINANCE ASSISTANT	
3.	GUTIERREZ	BRYAN ANDREI	ACCOUNTING	Data analyst	
4.	MANTILLA	ROSE JANE	CALL CENTER	Call Center	
5	BA SIBAS	JENNY ROSE	CALL CENTER	CALL CENTER REP.	
6.	MENDOZA	LEONORA JEAN	CALL CENTER	CALL CENTER	
7.	HOYAR	JAYNA	CALL CENTER	Call Center	
8.	OBAL	DIANNE FRANCEL	CALL CENTER	Call center	
9.	TENDENILLA	STEPHEN	CALL CENTER	Call center	
10.	DUMAYAS	EZRA	CALL CENTER	CALL CENTER	
11.	MANATION	MIKE	LIAISON	LIAISON OFFICER	
12	TROGOV	JIRECHTO	LIAISON	LIAISON OFFICER	
13.	QUINONES	JENNY	LIAISON	LIAISON	
14.	MACASINAG	EVERLYN	CLAIMS DEPT.	CLAIMS	
15.	SEREGUINE	CHRISTINE	CALL CENTER	Call center	
16.	DELAGDON	LINA	CLAIMS	CLAIMS	
17.	FAJARDO	HANNY KRISTY	CLAIMS DEPT	CLAIMS	
18.	EULIN	MELVIE	CLAIMS DEPT	CLAIMS	
19	FRAGA	ETHEL ROSE	CLAIMS DEPT	CLAIMS	
20	ESTERON	GENESIS ANA	CLAIMS DEPT	CLAIMS	
21.	GERULLA	DANIEL	CALL CENTER	Call center	
22.	MADRICO	NA.THERESA	UNDERWRITING	UNDERWRITING	
23.	REYES	MAR THERESA ANASTACIA	BILLING DEPARTMENT	BILLING	
24.	BOHAYO	CHRISTINE JANE	BILLING DEPT	BILLING	

Prepared by:



RAFAELA JHAY P. BAYLON
HR Assistant

Noted by:

K. CLYN B. MONTAÑANO
HR Supervisor

Approved by:

EARL CRISTONER T. CRUZ
HR Manager