

INTER-OFFICE MEMORANDUM

TO : **ALL BOARD OF DIRECTORS AND SENIOR OFFICERS**
DATE : December 15, 2019
SUBJECT : Run Down of Risk Management Manual

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 Risk Management approaches and practices.

Kindly refer to the attached sheet for the schedule, copy of the manual and other details, which has been sent to your respective emails two (2) days before your scheduled activity.

Please be guided accordingly.


CRISTINA M. ARIAS
Head-Personnel Department

KAISER INTERNATIONAL HEALTH GROUP INC.

NO	NAME	DATE OF ORIENTATION	DATE RECEIVED	SIGNATURE
1	TITO P. TORRALBA	DECEMBER 16, 2019	DECEMBER 17, 2019	
2	LEAH Y. YOLO	DECEMBER 16, 2019	DECEMBER 17, 2019	
3	JONATHAN DISRAELI S. SALVADOR	DECEMBER 16, 2019	DECEMBER 17, 2019	
4	TRANSQUIL GERVACIO S. SALVADOR III	DECEMBER 16, 2019	DECEMBER 17, 2019	
5	JOSE J. DURAN	DECEMBER 16, 2019	DECEMBER 17, 2019	
6	LOUIS BARTOLOME J. BORJA	DECEMBER 20, 2019	DECEMBER 23, 2019	
7	JOSE ENRIQUE DE LAS PEÑAS	DECEMBER 20, 2019	DECEMBER 23, 2019	
8	NOEL A. ARANDILLA	DECEMBER 20, 2019	DECEMBER 23, 2019	
9	RIZAL ANTONIO D. MERU	DECEMBER 20, 2019	DECEMBER 23, 2019	
10	MANUELITO. S. INSO	DECEMBER 20, 2019	DECEMBER 23, 2019	
11	JOHANNES S. OLA	DECEMBER 20, 2019	DECEMBER 23, 2019	

Received by Admin / staff

ALAIZA GANTI GA
Secretary Admin. Staff