




INTER-OFFICE EMPLOYEES

TO : ALL NEW EMPLOYEES
DATE : 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.

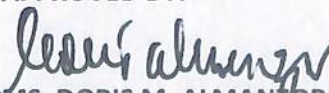
Kindly refer to the attached sheet for the schedule of your orientation. The corresponding zoom link shall be send to your respective emails one (1) day before your scheduled orientation activity.

Please be guided accordingly.



CRISTINA M. ARIAS
Head-Personnel Department

APPROVED BY:



MS. DORIS M. ALMANZOR
Chief Operating Officer

KAISER INTERNATIONAL HEALTH GROUP INC.

2020

JANUARY

NO	NAME	DATE HIRED	DATE OF ORIENTATION	DATE RECEIVED	SIGNATURE
1	POLICARPIO, MIRAMAR	02-Jan-20	DECEMBER 01, 2020	DECEMBER 01, 2020	
2	GALAMITON, GISELLE	24-Jan-20	DECEMBER 01, 2020	DECEMBER 01, 2020	

FEBRUARY

NO	NAME	DATE HIRED	DATE OF ORIENTATION	DATE RECEIVED	SIGNATURE
1	LUNCA, MARY → MARRY ANN	13-Feb-20	DECEMBER 01, 2020	DECEMBER 01, 2020	
2	GOMEZ, MADEL	17-Feb-20	DECEMBER 01, 2020	DECEMBER 01, 2020	

MARCH

NO	NAME	DATE HIRED	DATE OF ORIENTATION	DATE RECEIVED	SIGNATURE
1	GUBALA, JUSTINE	15-Mar-20	DECEMBER 01, 2020	DECEMBER 01, 2020	

OCTOBER

NO	NAME	DATE HIRED	DATE OF ORIENTATION	DATE RECEIVED	SIGNATURE
1	MANLAPAZ, LEVI	26-Oct-20	DECEMBER 01, 2020	DECEMBER 01, 2020	

NOVEMBER

NO	NAME	DATE HIRED	DATE OF ORIENTATION	DATE RECEIVED	SIGNATURE
1	CABANIAL, MARK	24-Nov-20	DECEMBER 01, 2020	DECEMBER 01, 2020	