Unit 411 Melbourne Residences, 11 Sen. Gil J. Puyat Ave., Palanan, Makati City

REFERENCE NO : HRD-M001-2023

TO:	ALL EMPLOYEES	**DATE:**	February 08, 2023
FROM:	HUMAN RESOURCES	**NO. OF PAGES:**	1
SUBJECT:	**NEW HIRES 90 DAYS PTO MEMORANDUM**		

Dear Team,

Please be advised that all new hire employees may only avail Paid Time Off (PTO) Benefits after successfully completing the 90 days evaluation period.

In the event that there is an urgent need for emergency PTO, this will be subjected to management discretion and approval.

Non-compliance with the above will be dealt in accordance with our Employee Handbook.

This memorandum is effective immediately, Feb 10, 2023.

For your strict compliance and information.

Hanna Faye A. Barahan
HR Manager, Human Resource Department

Noted by:

Conrado V. Libunao Jr.
Director of Operations

Approved by:

Cherry V. Orlina
CEO/Founder