



The LIFE and NON LIFE
Company

The best way to show your Love

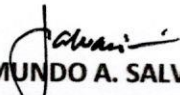
INTER-OFFICE MEMO

TO : ALL EMPLOYEES
FROM : THE OFFICE OF THE HUMAN RESOURCE DEPARTMENT
SUBJECT : **ORIENTATION FOR NEW EMPLOYEES – CODES OF ETHICS**
DATE : DECEMBER 4, 2023

Please be informed that there will be a half day orientation program on December 10, 2023 at the 2nd floor training room which aimed to familiarize new employees with the company's profile, mission, vision, core values, goals and objectives with emphasis on the company's Code of Business Ethics and Practices.

This orientation will be conducted by Mr. Jaime H. Nadal, Head of the Training and Development Department.

Employees who are assigned at the branches will be sent a zoom link for this activity. Please be guided accordingly.


EDMUNDO A. SALVACION JR.
Sr. HR Manager

Approved by:


JAIME H. NADAL
AVP-Training and Development Dept.

Manila Bankers Assurance

What: Orientation for New Employees - Codes of Ethics

When: December 4, 2023

ATTENDANCE SHEET

HC	FULL NAME	DEPARTMENT	DESIGNATION	SIGNATURE
1	Barroga, RR Meliza Bermudez	Accounting and Finance	Accounting and Finance Assistant	
2	Juguilon, Rizza Delos Santos	Accounting and Finance	Accounting Assistant	
3	Mañago, Janice Eugenio	Accounting and Finance	Cashier	
4	De Jesus, Jun Fuentes	Admin	Messenger	
5	Nicerio, Jennifer Fortaleza	Claims Admin	Claims Staff	
6	Cabrera, Caren Buquel	Conservation	Conservation Assistant	
7	Villania, Erlan Nocellado	Creatives	Graphic Artist	
8	Ecal, Levy Lyn Guballa	Creatives	Social Media Assistant	
9	Demandante, Candy Shade Delfin	Office of the President	Executive Assistant	

Prepared by:

Ms. Karen Rivera
HR Supervisor

Noted by:

Ms. Erika Mei Galagaran
HR Manager

Approved by:

Mr. Edmundo Salvacion
Sr. HR Manager