

TO : ALL DEPARTMENT AND METRO MANILA BRANCH HEADS
FROM : HUMAN RESOURCE DEPARTMENT
RE : 2017 ANNUAL CHECK-UP
DATE : APRIL 27, 2017

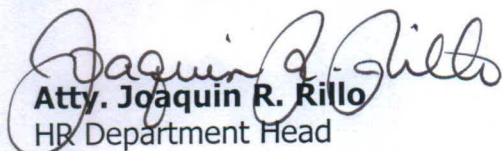
Please be advised that due to the renovation of the Ground Floor of Coyiuto House Makati, our Annual Physical Exam for **Rank-and-File, Supervisors and Junior Officers** will have to be off site. Attached as **Annex A** is the list of clinics where employees can choose to have their APE.

Please instruct your staffs to fill up the **appointment form (Annex B)** wherein the preferred clinic and date should be indicated. Covering period is from **June 01, 2017 to July 15, 2017, from 7am to 4pm every Saturday only.**

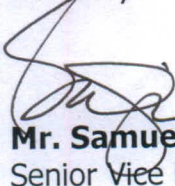
Filled up appointment form should be submitted to HRD not later than **May 15, 2017** so that we can immediately coordinate with Medicaid. An **appointment code** will be provided based on the list which the employee will present to his/her preferred clinic and date. For more questions please call Arjay Archita at 477-2076 or 651-9500 local 8211.

Failure to undergo the scheduled Annual Exam shall result to **FORFEITURE** of said benefit.

Thank you.


Atty. Joaquin R. Rillo
HR Department Head

Noted by:


Mr. Samuel G. Coyiuto
Senior Vice President