

FOR : ATTY. GUIA FLAMIANIANO

VICE PRESIDENT – BONDS

FROM : HRM DEPARTMENT

DATE : 16 DECEMBER 2014

RE : SCHEDULE OF MANAGEMENT TRAINEE

Ms. Czarina Borlongan will be joining your department from January 5 – February 13, 2015.

Thus, it is expected that for the six-week period, trainees have learned all facets of the department from clerical to decision making. As guide, the trainees must experience the following:

For Underwriting, the trainee should be able to

1. Receive and process requirements
2. Evaluate risk (risk inspection and assessment)
3. Understand underwriting principles and philosophies
4. Learn how to price risks
5. Issue all kinds of policies and endorsements
6. Process reinsurance

For Claims, the trainee should be able to

1. Attend to and entertain queries for claims
2. Receive and process requirements
3. Evaluate claims
4. Release checks or LOAs
5. Process reinsurance claims

This program is a huge investment on the part of the company, thus the status of the Officer's Development Program is closely monitored by no less than the Office of the Chairman. In fact, you will be rated on how you personally trained her. This rating as well as your evaluation of the trainees will be part of the status report on the Officer's Development Program.

Attached is her profile.

Thank you.

ATTY. JOAQUIN R. RILLO

diane 12/16/2014

Subject: IIAP Insurance Courses

From: pgahr <pgahrd@prudentialguarantee.com>

Date: 2/16/2015 2:37 PM

To: Jun Reyes <pgaacctg@prudentialguarantee.com>, "Sol B. Remiter" <sol.remitter@prudentialguarantee.com>, Lea Gonzales <lea.gonzales@prudentialguarantee.com>, Angeles Betito <angeles.betito@prudentialguarantee.com>, Feb Toledana <pgabod3@prudentialguarantee.com>, "Atty. Guia Flaminiano " <pgabonds@prudentialguarantee.com>, Ruben Napone <ruben.napone@prudentialguarantee.com>, Harry Añonuevo <harry.anonuevo@prudentialguarantee.com>, <pgacdmg@prudentialguarantee.com>, JTG <jtgo@prudentialguarantee.com>, Maffy Roxas <pgaicom@gmx.com>, Kathey Mercado <pgacsc2@prudentialguarantee.com>, Angie Magbojos <amagbojos@prudentialguarantee.com>, Raul Alejandrino <ralejandrino@prudentialguarantee.com>, Ferdinand Romero <pga.engg.casualty@prudentialguarantee.com>, RCJ <rcj@prudentialguarantee.com>, AGS <antonsy@prudentialguarantee.com>, <dencoyiuto@prudentialguarantee.com>, PGA PAYROLL <pgapayroll@prudentialguarantee.com>, Imelda Nisperos <ibnisperos@yahoo.com>, <coyiutohouse@pga.com.ph>, Chris Iligan / Beth Diaz <pgalicensing@prudentialguarantee.com>, <msmesguerra@yahoo.com>, "Edgardo Betito" <pgainfo@prudentialguarantee.com>, Inah Simbillo <pgahrd2@prudentialguarantee.com>, Mimi Jayoma <pgahrd3@prudentialguarantee.com>, Perly Patricio <perly.patricio@prudentialguarantee.com>, Jocelyn Retizos <jocelyn.retizos@prudentialguarantee.com>, Jose Calida <jccalida@prudentialguarantee.com>, Lucio Fernandez <lfernandez@prudentialguarantee.com>, Ching Villar <pgaaviation@prudentialguarantee.com>, Hector Ramos <hramos@prudentialguarantee.com>, Christine Magpantay <pgamktg@prudentialguarantee.com>, Mark Bayliss <mark.bayliss@prudentialguarantee.com>, Claire Rivera <claire.rivera@prudentialguarantee.com>, Alvin Tan <altan@prudentialguarantee.com>, Gen Oloroso <pgamcclaims@prudentialguarantee.com>, Marc Ocampo-Tan <mocampotan@prudentialguarantee.com>, Grace Taguibao <pgaauto@prudentialguarantee.com>, Renato Bay <renato.bay@prudentialguarantee.com>, Johnny Hernandez <jhernandez@prudentialguarantee.com>, Eric Lapuz <pgapld@prudentialguarantee.com>, Jose Llanto <pgatreasury2@prudentialguarantee.com>, Annie Chua <annie.chua@prudentialguarantee.com>, Marvin Lim <marvin.lim@prudentialguarantee.com>, Joanna Uy <pgaps@prudentialguarantee.com>, Mike Bernardo <mbernardo@prudentialguarantee.com>, Jojo Ong <jojo.ong@prudentialguarantee.com>, Hernan Anonuevo <hernan.anonuevo@prudentialguarantee.com>, "Marina M. Laurio" <marina.laurio@prudentialguarantee.com>, "Rhoda Sharon M. Alipao" <pgaclggh2@prudentialguarantee.com>, Jocelyn Cruz

<jocelyn.cruz@prudentialguarantee.com>, "imelda ch. unson"
<unson@pgasompojapan.com>, Rosita Alberto <rositaalberto@gmail.com>, CLA
<clang@prudentialguarantee.com>, Joaquin Rillo <jrillo@prudentialguarantee.com>,
Yasuo Takatsugo <yasuo.takatsugo@prudentialguarantee.com>, Evangeline Cabanting
<pgafireu_d@prudentialguarantee.com>, Amor Laino
<pgaah_pa@prudentialguarantee.com>, Jennifer Gesmundo
<jennifer.gesmundo@prudentialguarantee.com>, Alona Red
<alona.red@prudentialguarantee.com>, Gustav Bocek
<gustav.bocek@prudentialguarantee.com>, "Richard L. Malaluan"
<pgai.richard@gmail.com>, Sir Daris <pgai_edst@prudentialguarantee.com>, Susan Go
<susan.go@prudentialguarantee.com>, Carmina Osias
<pgamla@prudentialguarantee.com>, Lito Guansing <pgabal@prudentialguarantee.com>,
Jennifer Gesmundo <jennifer.gesmundo@prudentialguarantee.com>, Gerry Bantolino
<gerardo.bantolino@prudentialguarantee.com>, Rolet Jose
<pgahrdmedical@prudentialguarantee.com>, <kianang@prudentialguarantee.com>, Jojo
Claridades <jojo.claridades@prudentialguarantee.com>, Edna Ignacio
<pgaaccreditation@prudentialguarantee.com>

Prudential Guarantee and Assurance Inc.

MEMO TO : ALL DEPARTMENT HEADS

FROM : HRM DEPARTMENT

RE : IIAP INSURANCE COURSES

DATE : FEBRUARY 12, 2015

IIAP will be conducting the following courses:

- a) 1st Basic Non-life Insurance Course - Saturday Edition
 - April 8 and 25, May 2,9 & 16, 2015, 9am to 5pm
- b) 224th Basic Non-life Insurance Course
 - April 7 – 30, 2015 (Mondays to Thursdays), 4:30 – 7:30 pm
- c) Intermediate Course on Fire Insurance
 - April 15 - 22, 2015 (Monday- Friday), 4:30 – 7:30 pm
- d) Reinsurance accounting
 - April 6 - 14, 2015 (Monday- Friday), 4:30 – 7:30 pm

All courses will be held at **26th** Floor, Ayala Life-FGU Center, 6811 Ayala Avenue,

Makati City.

HRD is now accepting recommendees from Department Heads. You have until **March 19, 2015** to submit filled-up forms of your recommendees. Thereafter, HRD will then submit the candidates to the Office of the Treasurer for approval.

As a guideline, the recommendees' functions/duties must be related to the seminar to be attended and as per requisite, recommendees must have **at least attended the PGAI Non-Life Insurance Course** and attach their certificate of attendance on the filled-up forms.

Successful candidates will be notified by HRD and will be asked to submit 1x1 I.D picture.

For your information and guidance.

Atty. Joaquin R. Rillo

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