

31 July 2024

OFFICE ORDER NO. 2024-066

TO : ALL CONCERNED PERSONNEL

SUBJECT : PARTICIPATION IN THE 2024 IN-HOUSE LEARNING SESSIONS

The following personnel are hereby instructed to participate in the following 2024 in-house learning sessions facilitated by the PHRDD:

Date and Time : 01-02 August 2024/ 9:00 AM to 5:00 PM
Title : **Seminar on Customer Service Excellence**
Venue : TPB Activity Rooms A – C

	Names	Office/ Department
1	Anquilo, Marianne	Office of the COO
2	Casiano, Jocelyn	
3	La Rosa, Grace	
4	Santos, Jelline Jazel	
5	Francisco, Jane Marielle	International Promotions Department
6	Isic, Gemma Aileen	
7	Luna, Chelsea	
8	Medina, Trixia	
9	Pagaduan, Remigio Jr	
10	Seneres, Coryne Angela	
11	Lanuza, Zophia Mae	Domestic Promotions Department
12	Loza, Edmon Gerald	
13	Olaivar, Rona Jean	
14	Robles, Kyle Randy	
15	Villar, Joseph Kerr	
16	Zapata, Ma. Karizza	
17	Ampong, Reyanne Louise	Marketing Communications Department
18	Munoz, Czeskah Knicole Eunhyzz	
19	Servando, Trisha	
20	Bondame, Jobelle Mae	ODCOO CA
21	Asilo, Heryka	Finance Department
22	Cadelina, Trishia	
23	Bahan, Shania	Administrative Department
24	Rivero, Janel	
	Kalingag, Bernadette	Secretariat
	Padolina, Karen	

Date and Time : 19-20 August 2024/ 9:00 AM to 5:00 PM
 Title : **Training on Protocol and Social Graces**
 Venue : TBA
 Attire : **Day 1: Formal Business Attire**
 Day 2: Cocktail Attire

	Names	Office/ Department
1	Tiambeng, Jemimah Nissi	OCBS
2	Bactong, Lyka	
3	Siacor, Kherniel	Office of the COO
4	Casiano, Jocelyn	M.I.C.E. Department
5	Ferrolino, Dan Joseph	
6	La Rosa, Grace	
7	Oropeza, Milo	
8	Parra, Jasmin	
9	Santos, Jelline Jazel	
10	Anonuevo, Gianna Allysa	International Promotions Department
11	Casabuena, Billy John	
12	Isic, Gemma Aileen	
14	Mendoza-How, Faye Agatha	
14	Miranda, Maria Carla Remedios	
15	Yabyabin, Hannah	Domestic Promotions Department
16	Bauto, Ronileen Rae	
17	De Luna, Jedd Francis	
18	Lanuza, Zophia Mae	
19	Robles, Kyle Randy	
20	San Jose, Margarita	
21	Villar, Joseph Kerr	Marketing Communications Department
22	Abelita, Ma. Cristina	
23	Ampong, Reyanne Louise	
24	Cu, Ma. Janelle Crisha	
25	Munoz, Czeskah Knicole Eunhyzz	
26	Padillo, Fe Emelle	
27	Servando, Trisha	ODCOO CA
28	Baranda, Donna Vee	
29	Maungca, Reham	Finance Department
30	Viloria, Lynneth Grace	
	Cayago, Rossandra Amythea	Secretariat
	Diana Rosima	

Date and Time : 19-20 September 2024/ 9:00 AM to 5:00 PM
 Title : **Seminar on Artificial Intelligence**
 Venue : TPB Activity Rooms A – C

	Names	Office/ Department
1	Cruz, Ryvet	Office of the COO
2	Caramat, Maria Anita	M.I.C.E. Department
3	Casiano, Jocelyn	
4	Santillan, Marietta	
5	Botiwey, Sheena Anjeli	
6	De Veyra, Ramon Jr.	International Promotions Department
7	Isic, Gemma Aileen	
8	Mendoza-How, Faye Agatha	
9	Miranda, Maria Carla Remedios	
10	Yabyabin, Hannah	
11	Alcantara, Michelle	Domestic Promotions Department
12	De Luna, Jedd Francis	
13	Landan, Teresita	
14	San Jose, Margarita	
15	Villanueva, Cesar	
16	Bawar, Jen Marielle	Marketing Communications Department
17	Cu, Ma. Janelle Crisha	
18	Espadero, Shirley	
19	Munoz, Czeskah Knicole Eunhyzz	
20	Padillo, Fe Emelle	
21	Policarpio, Kazumi Lil	ODCOO CA
22	Baranda, Donna Vee	
23	Manuel, Venancio III	Finance Department
24	Alor, Jennifer	
25	Cangco, Jemary Lizbeth	
26	Quero, Wilfredo	Administrative
27	Garrido, Iana Joy	
28	Ragot, Lyka	
29	Lee, Genesis Weiyn	Secretariat
	Kalingag, Bernadette	
	Padolina, Karen	

Registration will start at 8:30 AM to 9:00 AM. Shuttle service for the venue outside TPB shall be provided and announced accordingly.

Participants who will fail to participate and/or to complete the learning sessions are required to submit a Notice to Explain addressed to the undersigned subject for approval and shall have an unmet target in their respective performance targets.

For compliance.

MARIA MARGARITA MONTEMAYOR NOGRALES

Chief Operating Officer

