

Human Resources Memorandum

Employee Name:	Kyla Maree M. Pino	Date:	July 16, 2025
Employee Number:	4660	Immediate Superior:	Jurich M. Tantuan
Emp Status:	Regular	Position:	Documentation

Dear **Ms. Pino**,

As discussed with you today, this is to formally inform you that due to the recent changes in our business operations, we will be placing you on floating status effective **July 17, 2025**. This means that, for the time being, we will not be able to assign you to a specific department.

Please know that this decision was made with careful consideration, and we recognize that it may disrupt your routine. However, we believe this is a necessary step to align with our current business needs.

During your floating status, there may be instances where we require you to report to work on short notice or to undertake temporary tasks or assignments. Rest assured, we will provide you with clear instructions and guidance whenever such situations arise.

We understand that this transition may bring uncertainty and stress, and we encourage you to reach out with any questions or concerns you may have. We are committed to keeping you informed about any developments regarding your status.

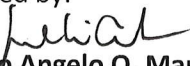
Thank you for your understanding and cooperation during this challenging time.

Sincerely,




Ramelyn Castanares
HR Manager

Noted by:



Niño Angelo Q. Manal
Operations Manager

Conforme:



Kyla Maree M. Pino
CSR
Date: 7/16/25

Ph number: 09924672125

Email: pinokylamaree@gmail.com

with access card and montage keys card