iPloy

Date	:	December 2, 2019
To	:	ALL REGULAR EMPLOYEES
FROM	:	HUMAN RESOURCES DEPARTMENT
SUBJECT	:	HMO – MAXICARE

In an effort to manage our HMO utilization for this year's renewal, iPloy would need to review the insurance usage of all its employees and dependents. This will help us make a well-informed decision whether to make changes on its current plan.

In connection to this, all regular employees are **required** to sign and submit the CONFORME letter from Maxicare in compliance to the Data Privacy Act immediately since we are already in the process of renewal.

The company reserves the right to exclude regular employees from enrollment if no signed CONFORME letter will be submitted to Human Resources Department.

If there are any questions or clarifications, please feel free to approach the Human Resource Department.

All the best,

Marishka Ats Arcilla
Human Resource

Noted by:

12/3/19
Abelardo Dagalea
Operations Manager

Alfredo Camarillo Jr.
Director of Operations

12/04/2019
CATHLEEN PAOUA LARIOT