

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.

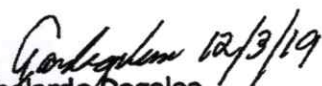
The company reserves the right to exclude regular employees from enrollment if no signed CONFORME letter will be submitted to Human Resources Department.

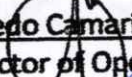
If there are any questions or clarifications, please feel free to approach the Human Resource Department.

All the best,

  
Marishka Arcilla  
Human Resource

Noted by:

  
Abelardo Dagalea  
Operations Manager

  
Alfredo Camarillo Jr.  
Director of Operations

  
GIAN KRIZZELL F. MELGAR