

**Pag-IBIG Fund**  
Corporate Headquarters  
Petron Mega Plaza  
358 Sen. Gil Puyat Avenue, Makati City

**MEMORANDUM**

FOR : **ALL CONCERNED HEADS**  
Corporate Headquarters and NCR Branches

FROM : **THE DEPARTMENT MANAGER III**  
Human Resource Development Department

DATE : 22 December 2015

SUBJECT : **ORIENTATION PROGRAM FOR NEW EMPLOYEES**

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We are pleased to announce the conduct of the Orientation Program for New Employees on 07 January 2016 (8:00 a.m. – 5:00 p.m.) at the 7<sup>th</sup> Floor Training Room, JELP Business Solutions Building, 409 Shaw Boulevard, Mandaluyong City.

The main objective of the program is to introduce participants to the Fund's history, program and policies, as well as vital administrative matters.

Relative thereto, please remind your respective staff of the following:

1. Observe the pertinent provision of the Office Order No. 2011-012 dated 04 August 2011 Re: Modified Corporate Dress Code requiring employees and officials to observe corporate dress code while attending seminars, workshops, off-station meetings, field assignments, planning sessions and other similar official functions.
2. Require all participants to be at the venue on or before 8:00 a.m. Participants will no longer be accommodated after Pre-test has been administered.
3. Comply with all the activity requirements including the 90% minimum attendance level to qualify for a Certificate of Attendance.
4. **Advise the Employee Career Management and Training Division (ECMTD) of any cancellation in participants not later than 12:00 noon of 5 January 2016 with proper justification duly noted by the concerned Department/Branch/Group Head. Expenses shall be charged to the personal account of the concerned employee for cancellation of attendance without prior notice.**

For other concerns on the program, you may coordinate with Ms. Lee Beth C. Costino, Human Resource Management Officer II of the ECMTD, at telephone numbers **422-3000** local **5117/5132**.

Attached is the Roster of Participants.

Thank you.

  
**MARIA JOYCE N. MERCADO-ROJAS**

Noted:

  
**DELIA D. ROBLES**  
Vice President  
Human Resource Services Group