

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

**MEMORANDUM**

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

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

DATE : 29 December 2015

SUBJECT : **SEMINAR-WORKSHOP ON THE HUMAN RESOURCE  
(HR) BUSINESS PROCESSES**

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We are pleased to announce the conduct of the Seminar-Workshop on the Human Resource (HR) Business Processes on 07-08 January 2016 (8:00 a.m. – 5:00 p.m.) at the 7th Floor Training Room, JELP Business Solutions Building, 409 Shaw Boulevard, Mandaluyong City.

The program aims to help the Fund come up with standard HR policies and guidelines that will be adopted corporate-wide, as well as to clearly define and simplify HR business rules to prevent varied interpretation of policies. At the end of the two-day workshop, participants should be able to appreciate HR business rules and consolidate existing policies that will be cascaded to the entire organization.

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, planning sessions and other similar functions.
2. Comply with all the activity requirements including the 90% minimum attendance level to qualify for a Certificate of Attendance.

- 3. Advise the Employee Career Management and Training Division (ECMTD) of any cancellation of participants' attendance not later than 12:00 noon of 05 January 2016.**

For other concerns on the program, you may coordinate with Mr. Chrisanto A. Canaza 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**  
Officer-In-Charge  
Administrative Services Sector