

MEMORANDUM

SERIES: MD09132024-01
DATE: SEPTEMBER 17, 2024
TO: ALL CENTERPOINT EMPLOYEES
FROM: OFFICE OF THE MANAGING DIRECTOR
SUBJECT: **TRANSFER OF PANTRY TO 1505 BUILDHUB OFFICE**

Please be advised that the official pantry for all staff members is now located at the BuildHub office at 1505. This action aims to give all employees a more comfortable and cohesive work environment.

Please ensure that all items are removed from the current pantry location and brought to the new pantry in 1505 BuildHub.

Thank you for your cooperation.

Prepared By:

Redney Lom-oc
Executive Assistant to the MD

By:

Julie Galamiton
General Manager

Richard Lim Jr.
Managing Director



MEMORANDUM

SERIES: MD09132024-01
DATE: SEPTEMBER 13, 2024
TO: REDNEY LOM-OC
FROM: HR & ADMIN DEPARTMENT
SUBJECT: **FORMAL NOTIFICATION OF LATE ARRIVAL**

This memo serves as a formal notification regarding your repeated late arrivals to work during the month of September. As per our company's attendance policy, you have arrived late on more than three consecutive occasions.

Please be advised that this memo serves as your 1st written warning and this pattern of tardiness may have a negative impact on your performance and overall contribution to the team.

We look forward to your adherence to the work schedule for strict compliance. We are committed to supporting you in addressing any challenges you may be facing.

Thank you for your immediate attention to this matter.

Prepared By:

HR & ADMIN DEPARTMENT

By:

Julie Galamiton
General Manager

Richard Lim Jr.
Managing Director

