

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

MEMORANDUM

FOR : ALL CONCERNED HEADS
Corporate Headquarters / Home Lending

FROM : THE DEPARTMENT MANAGER III
Human Resource Management Department

DATE : 30 October 2014

SUBJECT : ANNUAL PHYSICAL EXAMINATION (APE)
OF REGULAR EMPLOYEES (SG 22 AND BELOW)
STATIONED AT JELP BUILDING

In line with Pag-IBIG Fund's thrust to promote employees' health and wellness, we are pleased to announce the conduct of the Annual Physical Examination (APE) on **5, 6 and 7 November 2014** at 7/F Training Room, JELP Building, 409 Shaw Blvd., Mandaluyong City for all regular employees (SG 22 and below) stationed at JELP Building.

The schedule of the three-day APE are as follows:

Name	Group	Department
November 5, 2014	CHQ	TF-Computer Operations, ITID (EDP), FOSD, Financial Audit, GSD
	Housing	AAMG, Appraisal Department, B&C I & II, Business Development Documentation Support & Project Management, Final Remediation, Finance Department
November 6, 2014	CHQ	General Accounting Department, HRMD, HRDD, ISDD, ISQAD, ISD, DCD
	Housing	LE I & II, Marketing & Sales, MLAD, Office of the Head – TF Foreclosure, OVP-AAMG, OVP-HLAG, OVP-HLOG
November 7, 2014	CHQ	IRIMD, MRD, Operations Audit, OSVP-Home Lending Sector, OSVP-ITSS, OVP-COSSG, OVP-FS & GS, OVP-HRSG, OVP-ISG, OVP-IASG
	Housing	OVP-Home Lending Operations Luzon Group, OVP-LMG, OVP Remediation, Preliminary Remediation, PED, PMID, Servicing Department, TF-Foreclosure I & II

In this regard, may we respectfully request that all concerned employees under your department be enjoined to undergo the mandatory APE on the given scheduled dates.