



MEMORANDUM

9/30/21

TO : RIZZIA B. MARAÑO

FROM : HR MANAGER

SUBJECT : **END OF CONTRACT**

DATE : 30 SEPTEMBER 2021

Please be informed that your contractual employment with Palawan Global Business Ventures, Inc., as Logistics Assistant will end upon close of business hours of **September 30, 2021**.

In this regard, you are hereby directed to surrender your Company ID & Code of Conduct Handbook to the HRD and other company-issued properties to your immediate superior.

Your last pay and other applicable benefits will be released upon completion of your clearance requirements.

We wish you success in your future endeavor.


ROCHELL L. APAREJADO

cc: 201 file