



To: All Concerned Units Date: June 19, 2025

Effectivity : July 1 2025

Subject: Budget Allocation for Back Support Functions (Onboarding, Talent Acquisition, Timekeeping and Customer Care)

To help keep our day-to-day operations running smoothly, the budget for support services—Onboarding, Recruitment, Timekeeping, and Customer Care—will now be charged to each Business Unit's (BU) Revolving Fund. Each BU is encouraged to set aside part of its budget to support these essential services, especially for manpower needs and attendance matters. If additional resources or adjustments are needed, the team heads of Onboarding, Recruitment, Timekeeping, and Customer Care may submit their recommendations to the respective BU Heads for review and consideration.

Please be advised that the budget allocation for back support services, namely Onboarding, Recruitment, and Timekeeping, shall be charged from the Revolving Fund provided by each Business Unit's (BU) operational budget.

This setup is necessary to ensure consistent and responsive support to daily operations, especially in the timely processing of manpower requirements and attendance validation. Each BU is expected to set aside a portion of its operational budget to sustain these support functions.

Thank you for your support and teamwork.

A handwritten signature in black ink, appearing to read "Marites Olaso".

Marites Olaso

Operations Manager

A handwritten signature in black ink, appearing to read "Dian Barroma".

Dian Barroma

Finance Head

A handwritten signature in black ink, appearing to read "Myra Bucacao".

Myra Bucacao

Comptroller