



Human Resource and
Administration Department

TO : ALL BIGFOOT AND IAFT STAFF

FROM : CHIEF HUMAN RESOURCE OFFICER

SUBJECT : **ADDITION TO #5 (COMMUNICATION) OF MG'S TOP
TEN: ACKNOWLEDGMENT REPORT**

DATE : AUGUST 25, 2009

To promote effective communication and ensure that items/documents sent by the Chief are received by the intended recipient, it is required that the person acknowledges receipt thereof by immediately sending an email to the Chief.

The policy shall also extend to all items/documents from anyone other than the Chief.

Please be guided accordingly.


Marie Stephanie L. Manuel
Chief Human Resource Officer