



Milestone Guaranty and Assurance Corp.

INTER-OFFICE MEMO

SELECTED

TO : ALL REGULAR AND EXTENDED EMPLOYEES
IN THE HEAD OFFICE

FROM : HUMAN RESOURCES DEPARTMENT

SUBJECT : SCHEDULE OF RELEASE OF RICE SUBSIDY
ALLOWANCE

DATE : AUGUST 12, 2020

Please be informed that there will be only one (1) day of release of cash for the Rice Subsidy Allowance amounting to Two Thousand Two Hundred Pesos Only (P2, 200.00) per employee. And this will be on the 2nd working day from the close of the 2nd month.

The cut-off date for submission of Official Receipt should be on the 27th day of the second month.

No Official Receipt, no reimbursement. Please submit you official receipt to the Human Resources Department.

Thank you.

Noted by:


ROMULO JEI G. DELOS REYES
VP Comptroller/ HR Head