

AVO INSURANCE ASSOCIATES, INC.

Memo #99-002

17 February 1999

TO : **ALL EMPLOYEES**
FROM : **HUMAN RESOURCE DEPARTMENT**
SUBJECT : **COMPANY POLICY MANUAL**


Effective 01 March 1999, we would be implementing these policies that would govern the terms and conditions of employment in our Company.

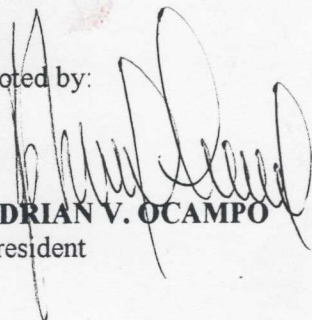
There will be a scheduled orientation to discuss the policy and at the same time attend to queries regarding personnel related matters on 25 February 1999 at 10:00am Training Room 6th Floor.

An employee handbook containing these policies would be distributed to all employees at a future date.

For your guidance and compliance.

Thank you.


ROSELLE DR. ANGELES
Supervisor

Noted by:

ADRIAN V. OCAMPO
President