



To: MARICRIS ARIOLA - Human Resource and Admin Head
From: RJ ATIENZA - Employee and Labor Relations Officer

Re: Knowledge Base Tool Function - Labor System - Approval

Date: July 14, 2026

Good day ma'am,

In line with our continuous effort to empower our HR Associates we would like to seek your approval in uploading our "KB" - Knowledge Base Tool Function in our Labor System.

This Function will contain our Standard Operating Procedures, Guidelines with our labor processes, Accessible soft copy of current employee handbook and all the future news and updates in connection to the development of the process our department inline with Dole rules.

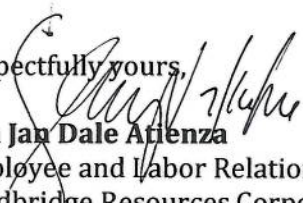
Once approved, the first available data/information that will be stored for everyone's viewing are the following:

1. Copy of Current Employee Handbook (PDF)
2. Return to Work order Guides and Reminder (Text Form-Image)
3. HR Notices Timeline (Timeline of NTE creation, uploading for review, Preventive Suspension and Notice of Decision)
4. Labor System User guide for new users

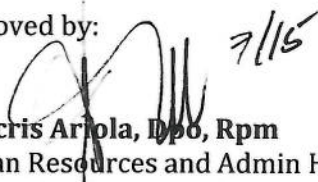
Once in progress, all of our detailed processes such as how to create NTEs etc. and case treatments will also be available for viewing of HRs from time to time.

We are hoping for your usual support and approval on this matter.

Respectfully yours,


Ron Jan Dale Atienza
Employee and Labor Relations Officer
Mindbridge Resources Corporation

Approved by:


Maricris Ariola, Dpo, Rpm
Human Resources and Admin Head
Mindbridge Resources Corporation



K.B

ADMINISTRATIVE CASE(S)
N.T.E.'S DATA ENTRY, UPLOADING PDF FILE AND INQUIRIES

DATA ENTRY · UPLOADING & INQUIRIES · RTW · TERMINATED (AWOL) ENTRY · USER GUIDE · LOGOUT

PENDING(S)		
Count	Plant of Location	Count
1	DAVAO_SATELLITE	81
2	DIPOLOG_SATELLITE	29
3	RGC_AMLAN	194
4	RGC_BAGO	203
5	RGC_COMPOSTELA	438
6	RGC_MANDAUE	435
7	RGC_SAN FERNANDO	431
8	RGC_TACLOBAN	4
Total Count Pending(s):		1,815