



MEMORANDUM 2025-17

To: All Employees
From: HR Department
Date: September 23, 2025
Subject: Mandatory Orientation – New HMO

This is to inform all employees that there will be a **mandatory orientation** for the new Health Maintenance Organization (HMO), **Avega**, which serves as the third-party administrator of Intellicare.

Details of the Orientation:

- **Date:** Tomorrow, September 24, 2025
- **Venue:** 9th Floor Conference Room
- **Batches:**
 - **Batch 1:** 10:00 AM – 11:00 AM
 - **Batch 2:** 11:00 AM – 12:00 NN
- **Participants:** All employees **except those currently on Nesting**

This orientation is **important** as it will provide everyone the opportunity to:

- Learn about the coverage and benefits of the new HMO.
- Understand the procedures and requirements needed to maximize your health plan.
- Ask questions and clarify any concerns directly with the HMO representatives.

Attendance will be **strictly monitored**. Please be reminded that **failure to attend** will be subject to disciplinary action.

Your full cooperation is expected and appreciated.

Sincerely,

JOENN MARK R. LUBGUBAN
HR Manager
NDM Philippine