



**PLAYA CALATAGAN VILLAGE
HOMEOWNER'S ASSOCIATION, INC.**
THE HILLTOP CLUBHOUSE, BRGY. STA. ANA, CALATAGAN, BATANGAS
09285510948 / 09157469526



MEMO

DATE : MARCH 25, 2025
TO : ALL PCVHAI MEMBERS
FROM : PCVHAI ADMINISTRATION OFFICE
SUBJECT : SCHEDULED STAFF TRAINING ON APRIL 2, 2025
CIRCULAR NO. : PCVHAI-CIRCULAR-2025-03-011

Please be informed that all Village & Beach Club staff under **Premium Staffers Inc. (PSI)** manpower agency will be attending a **Basic Customer Service Training, Basic Emergency Response, and Reiteration of Code of Conduct** on **April 2, 2025**, from **9:30 AM** to **3:30 PM** at the **Hilltop Clubhouse**.

Due to this scheduled training, our staff will not be available in their respective areas during the mentioned time. Normal operations will resume immediately after the training.

Your understanding and cooperation are greatly appreciated.

Thank you.

Very truly yours,


ELEANOR C. BUGTONG
VILLAGE MANAGER