

TO: ALL PARTICIPANTS OF THE 13TH FCIE TAKBO PARA SA KALIKASAN 2025

FROM: OP Department – CSR Committee 2025

SUBJECT: Guidelines and Reminders – CSR Committee Project 2025: 13th FCIE *Takbo Para sa Kalikasan* 2025

DATE: September 25, 2025

REF #: CSR-PROJ-25-09-06

CC: DC/File/NEWS

In line with the upcoming **CSR Committee Project 2025 – 13th FCIE Takbo Para sa Kalikasan**, scheduled on **October 5, 2025 (Sunday)** at the **FCIE Sports Center, Dasmariñas, Cavite**, please be guided by the following important reminders:

Guidelines:

1. The registration, transportation, and food expenses of the employee and **ONE (1) companion** will be shouldered by the company.
2. Participants must be physically fit and free from any medical condition or illness that may prevent them from safely joining the run.
3. Pets are strictly **not allowed** during the event.
4. All participants are required to bring their own **tumblers/water jugs**.
5. Employees and their companions may opt to proceed directly to the Cavite Plant for the event or go directly home after the activity.
6. Please be reminded that the CSR Committee Project 2025 – 13th FCIE *Takbo Para sa Kalikasan* is **voluntary** and **not mandatory**.
7. This event will not be counted as **Official Business** and therefore will **not be compensated**.
8. Distribution of **uniforms and wristbands** will take place at the Head Office and Cavite Plant on **October 3, 2025**.
9. Any changes to the Final Participants List will be considered **invalid**.
10. There should be no **additional** changes to the DTF/DTH participants since we only have limited seats available on the bus.

IMPORTANT NOTE: In case of non-attendance, the employee will be required to shoulder the corresponding **food and registration expenses** for both the employee and the registered companion.

Call Time for Head Office Participants:

Call Time: 2:30 AM

Departure: 3:00 AM

Bus Assignment: (Please see attached file on the third page.)

Safety Committee (in case of emergency): Mr. Joebert Reyes, Mr. Jhune Vecino, and Ms. Jenalou Dimayuga

Games for the 13th FCIE Takbo Para sa Kalikasan 2025

Name of the Game: K-Picture Roulette

Mechanics:

1. On **October 5, 2025 at 8:00 AM**, a post about the *13th FCIE Takbo Para Sa Kalikasan 2025* will be published on **Kolin Philippines' Official Facebook Page**.
2. All Fun Run participants are encouraged to post their **best photos** from the event in the **comment section** of the post.
3. **Each photo posted in the comment section EQUALS TO ONE entry** in the K-Picture Roulette. (The more photos a participant uploads in the comment section, the more chances they have of winning.)
4. The names of participants who submitted photos will be placed on the roulette, which will be spun during the **General Assembly on October 6, 2025**.

5. **Two (2) winners will receive P500 each.**

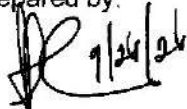
Name of the Game: **K-Best Picture**

Mechanics:

1. Among all entries, **one (1) participant with the best photo and with the most reactions (likes, hearts, etc.)** will be selected.
2. The winner will be announced at the **General Assembly on October 6, 2025** and will receive **P500**.

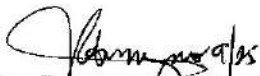
IMPORTANT NOTE: Participants may only post their photo entries between **8:00 AM and 3:00 PM** on October 5, 2025. **Entries submitted beyond this time will not be accepted.**

Prepared by:



Ms. Andrei Nicole U. Almario
Social Media Assistant - CSR Committee Secretary

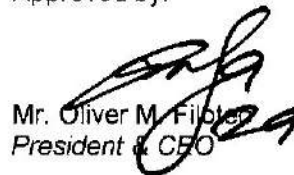
Noted by:



Mrs. Rhenalyn B. Manzano
OP Supervisor - CSR Committee Chairman



Approved by:



Mr. Oliver M. Filoteo
President & CEO

Bus Assignment - Head Office Participants
13th FCIE - Takbo Para sa Kalikasan 2025 - October 5, 2025
Dasmariñas, Cavite

Department	Employee's Name	Companion	Additional Companion	Bus Number
Finance	Abiertas, Ramyliza			1
Finance	Corales, Rodal			1
Finance	Dela Cruz, Realle			1
Finance	Gamol, Felix			1
Finance	Hermosa, Cendric			1
Finance	Roman, Thaddeus			DTF/DTH
Finance	Castro, Jerome			1
Finance	Fabreag, Arlene	Fabreag, Alasha Maddison		DTF/DTH
Finance	Panalligan, Mery Cheralyn			1
Finance	Serinilla, Ernest	Serinilla, Michelle	Serinilla, Sandina / Serinilla, Karen	1
Finance	Flores, Mart			DTF/DTH
Finance	Javinal, Roland			1
Finance	Albaladejo, Wilhelm			DTF/DTH
Finance	Hicban, Richell			1
Finance	Watwat, Wiljane			1
Audit	Tolentino, Bida	Tolentino, Raedhianne Jhamaeca		2
Admin	Menor, John Paulo			2
Admin	Dimayuga, Jenalou			2
Admin	Buendia, DF			2
Admin	Ayala, FG			2
Admin	Bardiago, Cathlea			2
Admin	Rapsing, Manuel	Rapsing, Maricel		2
Admin	Llagas, Nelson			2
Admin	Vecino, Jhune			DTF/DTH
Admin	Joebert, Reyes			2
Marketing	Caronan, John	Caronan, Sheila		2
Marketing	Morales, Gerald			2
Marketing	Alarcon, Kate	Javier, Nicole Kaye		2
Sales	Aquino, Chlea	Dela Rosa, Angelika Mae		2
Sales	Obrador, Jaylerson			2
OP - PCO	Patricio, Marieneli Cristal	Ceralde, Francis		1
OP - PCO	Requion, Charlene	Raquion, Kevin		1
OP - PCO	Flores, Riza Mae	Eusebio, Nicolas		1
OP - PCO	Seva, Luisito			DTF/DTH
OP - PCO	Fernandez, Herald	Peralta, Mark Mervin		1
OP - PCO	Lantajo, Dawn	Rivera, Paul		1
OP - PCO	Fernandez, Nicole Anne	Agni, Tracy		1
OP - PCO	Vidal, Alexette			1
OP - PCO	Almario, Andrei Nicole	Natividad, Heidi		1
OP - PCO	Ruiz, Ronnie			DTF/DTH
OP - PCO	Arcilla, Bryan Jed			1
Service	Fabreag, Adolf			DTF/DTH
Service	Vidal, Dante			2
Service	Dados, Jeffrey	Dados, Mikhaella		DTF/DTH
Service	Acosla, John Lloyd	Velasco, Alaiza Marie		2
Service	Mole, Rechilla	Mole, Crisanto		DTF/DTH
Service	Garado, Shella Marie			DTH
Service	Comatir, Remelyn	Pielago, Grace		2
Service	Bernas, Kristine	Bernas, Catherine		2
Service	De Ocampo, Vince Patrick	Ignacio, Stephanie		2
Service	Pino, Charlotte	Abes, Marlene		DTF/DTH
Service	Pontevedra, Beatriz			DTF/DTH
Service	Balitaan, Maezy Irish			2
Service	Artiga, Archie			DTF/DTH
Service	Basila, Allan			2
Service	Reyes, Xyhra Mae	Zamora, Aeroli Trix		2
Service	Barcelona, Jelyn	Condasa, John Michael		2
Service	Gana, Michael Angelo			2
Service	Magnaye, Anne Genette	Magnaye, Joshua Glenn		2
Service	Vinluan, Apple Grace			2
Service	Sauza, Ryan			2
Service	Jacobe, Julie Ann			2
Service	Capangpangan, Jesus Anthon	Mahinay, Lalaine		DTF/DTH
HR	Estreller, Maria Graciella Khyla			1
HR	Cuille, Kate			1
HR	Rivera, Charlin Jolen			1
HR	Espino, Camille Anne	Cruz, John Lloyd		1
HR	Barros, Claire Ella			1
HR	Chichioco, Joy Ellaine			1
HR	Dayo, Regine Mae			1
HR	Tagle, Mamerta	Tagle, Olep		1
HR	Andrea, Suministrado			1
HR	Cepe, Maricris			DTF/DTH
MIS	Quines, Arjay	Payumo, Karen		1
Total	Employees = 74	Additional Companion = 28	Add: (will be paid by the employee) = 2	DTF/DTH = 15