


TO : ALL DEPARTMENTS
FROM : MARKETING DEPARTMENT
SUBJECT : ID PHOTOSHOOT
REF : MKTG-MA-25-9-222
DATE : SEPTEMBER 16, 2025
CC : FILE/DC/ALL DEPARTMENTS

This is to inform all departments that an ID photoshoot will be conducted at the **2nd Floor Meeting Room**, starting at **10:00 A.M. onwards**. Please see below the designated schedules for each department:

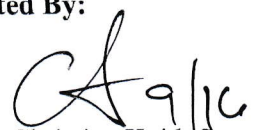
Department	Schedule
Human Resource	September 22
Office of the President	September 22
PCO	September 22
Finance	September 23
Audit	September 23
MIS	September 24
KMI	September 24
Service	September 24
Admin	September 25
Sales	September 25
Marketing	September 25

We highly request everyone's cooperation in strictly following the assigned schedule.


Prepared By:


Ms. Jane Bendita
Production Artist II

Noted By:


Mr. Christian Keith Sarmiento
AVP - Sales

Approved By:


Mr. Oliver M. Filoteo
President / CEO