

For : All Departments
Thru : The Departments Heads
From : 5S Committee
Subject: **5S Clean Up Day**
Date : October 07, 2024

GREETINGS FROM 5S!

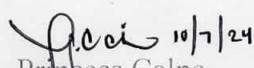
The annual 5's Clean Up day is scheduled on **October 19, 2024** (Saturday). This is an activity where we clean and organized our respective areas for a better working environment. This activity aims to promote habit and awareness of good housekeeping in respective workplace

In this, we highly encourage everyone through the assistance of all the department heads, to actively participate in this activity which starts at **9:00** in the morning until **1:00** in the afternoon. AM snacks and Lunch will be provided for all employees who will be part in this clean-up day.

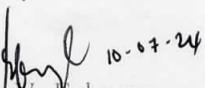
We are looking forward to your support on this activity.

Thank you very much and happy cleaning!!

Sincerely yours,


Princess Calpe
5S Committee

Noted by:


Arlene V. Fabreag
Treasury Assistant Supervisor