

**TO : ALL OFFICE STAFF EMPLOYEES**  
**SUBJECT : UNIFORM MEASUREMENT SCHEDULE**  
**REFERENCE : ADM-000-24-A-004**  
**DATE : November 15, 2024**  
**CC : FILE, DCO, MIS, AIS, KMI, OP, FIN, SVC, MKT, SAL, HRD, CAV.**

---

Good day,

To ensure the comfort of all employees, we will be conducting a uniform measurement survey for all office staff employees. This will allow us to provide everyone with properly fitting uniforms.

The schedule for the uniform measurement survey are as follows:

- Head Office : *November 19, 2024 - Showroom*
- Cavite Plant : *November 25, 2024*
- Service Centers
  - Kindly look for the nearest tailoring shop to do the measurement and submit the uniform measurement form to Admin Department on or before *December 13, 2024*.

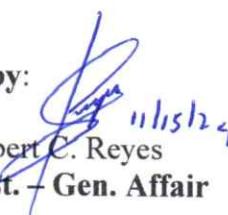
Please note that all employees must participate in the survey and should wear their current uniform during the measurement. The undersigned will call each department before going down to showroom and field personnel will be prioritized. Attached here also the ***uniform measurement form***, kindly fill out only the personal information needed and bring it on the said measurement schedule.

We encourage everyone to provide feedback on the comfort and fit of their current uniform. The survey data will be used to order new uniforms for employees.

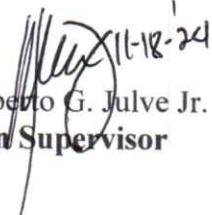
Your cooperation is highly needed in this matter.

Thank You.

Prepared by:

  
Joebert C. Reyes  
Admin Asst. - Gen. Affair

Approved by:

  
Mr. Norberto G. Julve Jr.  
Admin Supervisor

# ADI VELASQUEZ

#8-C Main Avenue, Cubao, Quezon City  
Tel. Nos. 654-6898 / 391-1995 / 782-4695

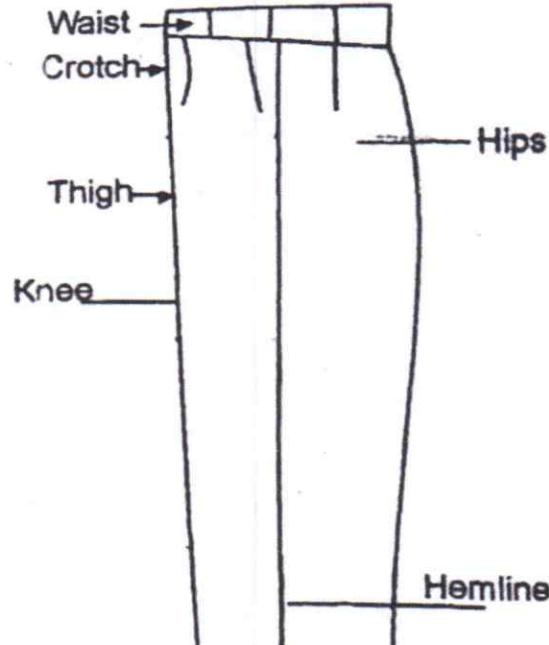
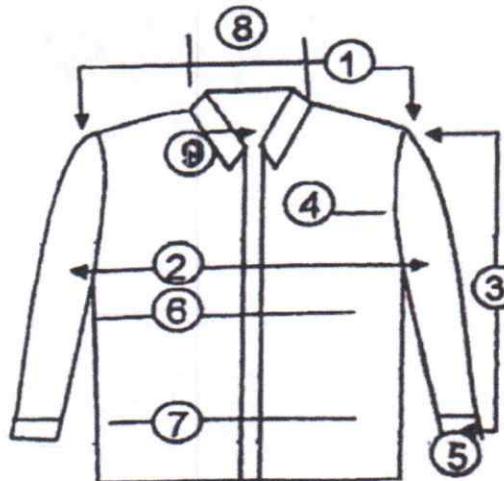
NAME: \_\_\_\_\_  
CO/DEPT.: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_  
DATE: \_\_\_\_\_

1. Shoulder \_\_\_\_\_
2. Short Sleeve \_\_\_\_\_
3. Long Sleeve \_\_\_\_\_
4. Arm Hole / Circ. \_\_\_\_\_
5. Cuff \_\_\_\_\_
6. Chest \_\_\_\_\_
7. Waist line \_\_\_\_\_
8. Hips \_\_\_\_\_
9. Neckline \_\_\_\_\_
10. Length of Polo \_\_\_\_\_
11. Height \_\_\_\_\_

## Pants:

1. Waist \_\_\_\_\_
2. Length \_\_\_\_\_
3. Crotch \_\_\_\_\_
4. Hips \_\_\_\_\_
5. Thigh \_\_\_\_\_
6. Knee \_\_\_\_\_
7. Hemline \_\_\_\_\_

Point \_\_\_\_\_



**Note: Take Exact Measurement  
Do not add allowance.**

**Adi Velasquez Collection**

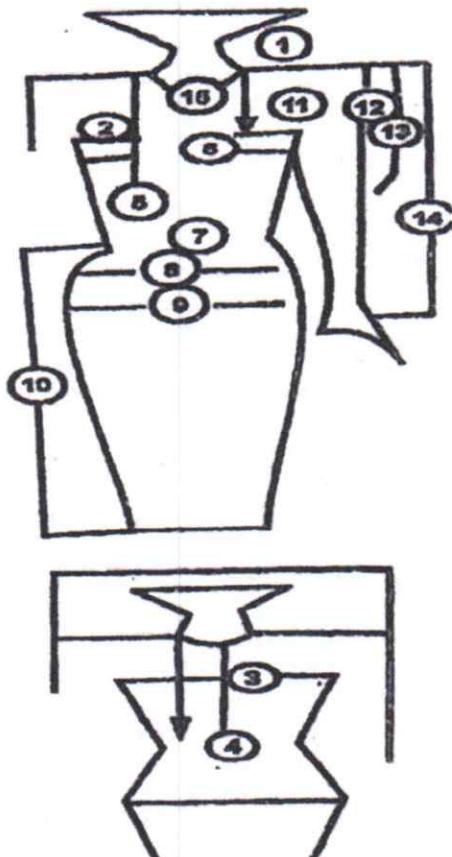
**Thank you very much!**

**Signature:** \_\_\_\_\_

*A. Velasquez Collections*  
#8-C Main Avenue, Cubao, Quezon City  
Tel. Nos. 654-6898 / 391-1995 / 782-4695

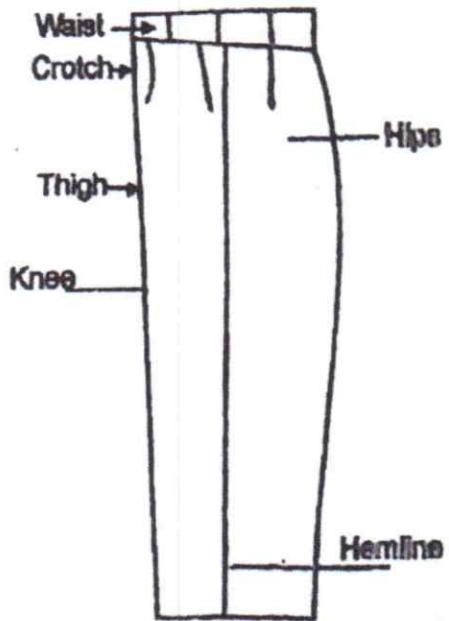
Name: \_\_\_\_\_  
Co/Dept: \_\_\_\_\_  
Date: \_\_\_\_\_

1. Shoulder \_\_\_\_\_
2. Front Chest \_\_\_\_\_
3. Back Chest \_\_\_\_\_
4. Back Figure \_\_\_\_\_
5. Front Figure \_\_\_\_\_
6. Bustline \_\_\_\_\_
- Distance \_\_\_\_\_ Point \_\_\_\_\_
7. Waist line \_\_\_\_\_
8. First Hips \_\_\_\_\_
9. Second Hips \_\_\_\_\_
10. Length of Skirt \_\_\_\_\_
11. Armhole \_\_\_\_\_
12. Arm \_\_\_\_\_
13. Short Sleeve- Cuff \_\_\_\_\_
14. Long Sleeve \_\_\_\_\_
15. Neckline \_\_\_\_\_
16. Length of Blouse \_\_\_\_\_



Pants:

1. Waist \_\_\_\_\_
2. Length \_\_\_\_\_
3. Crotch \_\_\_\_\_
4. Hips \_\_\_\_\_
5. Thigh \_\_\_\_\_
6. Knee \_\_\_\_\_
7. Hemline \_\_\_\_\_



**Note: Take Exact Measurement  
Do not add allowance.**

**THANK YOU VERY MUCH!**

**Signature:** \_\_\_\_\_

ADM-000-24-A-004

3 of 3

Uniform Measurement Schedule