

TO : ALL EMPLOYEE  
FROM : HUMAN RESOURCE DEPARTMENT  
RE : SOLICITATION POLICY  
DATE : October 4, 2024  
REF# : HRD-SUP-24-00-038  
CC : NEWS/DC/file

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Effective immediately, all company solicitations will be centralized to ensure a streamlined process and proper oversight. No solicitation may proceed without prior management approval.

Key points to note:

- Approval Process:** Each solicitation must be reviewed, signed, and approved by our AVP-Finance.
- Funds Handling:** The Finance Department will handle the issuance of solicitation letters and the collection of proceeds, maintaining a streamlined approach.
- Storage:** Once gathered, solicitations should be forwarded to Ms. Arlene Fabreag for secure storage until the process is fully completed.
- Proceeds Usage:** The funds from all approved solicitations are aimed at benefiting all employees by being allocated to the year-end minor raffle.

Your strict adherence to these new guidelines is greatly appreciated, as it ensures efficiency and fairness in our solicitation process.

Thank you for your cooperation and understanding.

  
Mamerita F. Tagle  
HR-Supervisor

Approved by:

  
Oliver M. Filoteo  
CEO