

**TO** : ALL EMPLOYEES

**FROM** : MARKETING DEPARTMENT

**SUBJECT** : SOCIAL MEDIA PROFILE PICTURE FRAME  
FOR KOLIN'S 28TH ANNIVERSARY

**REF** : MKTG-MA-24-7-18

**DATE** : JULY 17, 2024

**CC** : FILE/DC

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As we approach Kolin's 28th anniversary on July 27, 2024, we are excited to invite all employees to join us in celebrating this significant milestone. One simple way to show your support is by updating your facebook profile pictures using our specially designed anniversary frame.

To add the frame to your profile picture, please follow the easy steps provided. If you encounter any difficulties or require assistance, feel free to reach out to the marketing department for further support.

In addition, to further support Kolin's 28th anniversary, you may use our company tagline "**bringing comfort to your home**" in your caption or include the hashtag "**#28thYearsOfExcellence**" to promote our commitment and celebrate this event.

Your participation in this initiative is greatly appreciated as it helps promote Kolin's achievements and enhances our unity as a team. Let's showcase our pride and enthusiasm for Kolin's 28th anniversary across our digital platforms!

Thank you.

Prepared By:



7/17/24

Ms. Kate Alarcon  
Marketing Assistant

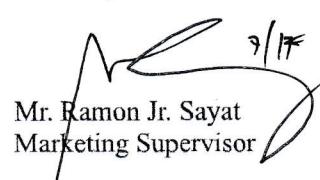
Approved By:



7/17/24

Mr. Oliver M. Filoteo  
EVP/COO

Noted By:



7/17/24

Mr. Ramon Jr. Sayat  
Marketing Supervisor

## Step-by-Step Guide to Updating Your Profile Picture with a Twibbonize Frame:

### 1. Click the Provided Link <https://twb.nz/kolin28years>

### 2. Choose and Upload Your Desired Profile Photo

- Once on the campaign page, locate and click on the “Choose Photo” button. This action will prompt you to select a photo from your device.



### 3. Download Your Photo with the Frame

- After uploading your photo, you will see the selected frame automatically applied to it.
- Make any necessary adjustments to ensure the frame fits perfectly around your photo. Once you are satisfied with how it looks, click on the “Download” button. This will save your photo with the newly applied frame to your device.



### 4. Update Your Social Media Profile Picture

- Now that you have downloaded your framed photo, you may update your social media profiles. Go to your social media accounts and change your profile picture to the newly downloaded image.



By following these steps, you can easily update your profile picture with the special frame. If you encounter any issues, feel free to reach out for further assistance. Thank you for your participation and support!