

TO : ALL OFFICE STAFF EMPLOYEES
SUBJECT : UNIFORM MEASUREMENT SCHEDULE
REFERENCE : ADM-000-25-0-005
DATE : October 30, 2025
CC : FILE, DCO, MIS, AIS, KMI, OP, FIN, SVC, MKTG, 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:

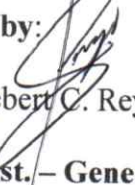
- Head Office : **November 4, 2025 - Showroom**
- Cavite Plant : **November 5, 2025**
 - To be facilitated by HRD Ms. Michelle Camutin.
 - Measurement form must be submitted to the Admin Department **NOV - 6 2025**
- Service Centers
 - Kindly look for the nearest tailoring shop to do the measurement and submit the uniform measurement form to Admin Department on or before **December 1, 2025**.


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:  OCT 30 2025
Joebert C. Reyes
Admin Asst. – General Affairs

Approved by:  10-30-25
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: _____

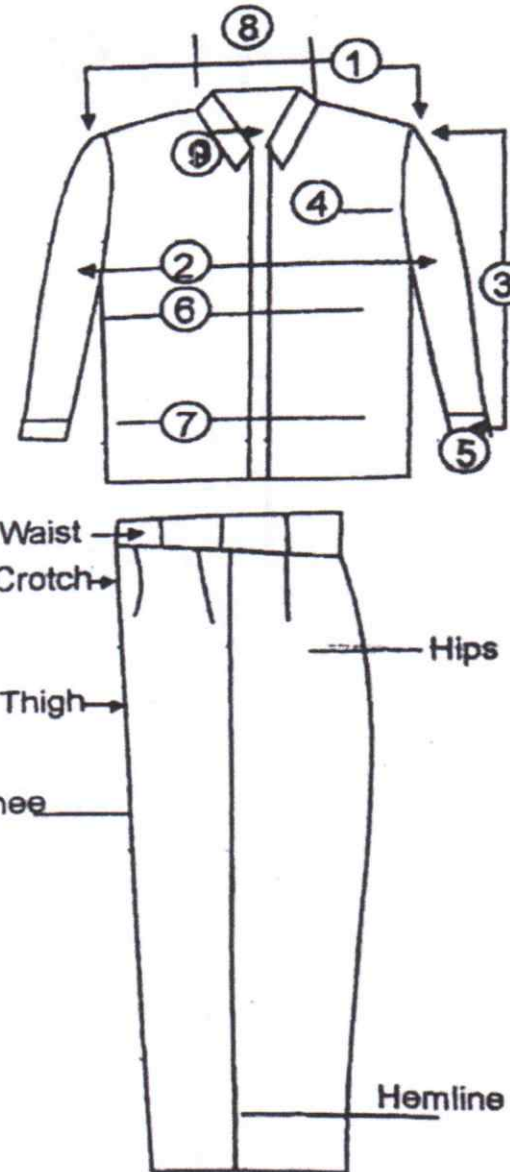
1. Shoulder
2. Short Sleeve
3. Long Sleeve
4. Arm Hole / Circ.
5. Cuff
6. Chest
7. Waist line
8. Hips
9. Neckline
10. Length of Polo
11. Height

Pants:

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

Note: Take Exact Measurement
Do not add allowance.

Thank you very much!



Adi Velasquez Collection

Signature: _____

#8-C Main Avenue, Cubao, Quezon City
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Date:

- Point**

Signature: _____

