

Inter Memo

To : ALL PARTICIPANTS
From : 5'S Committee
Date : November 14, 2025
Re : 5's Orientation Day

The following personnel (please refer to the attached list) are hereby required to attend the 5S Orientation Day scheduled on Nov. 19, 2025 (GA Assembly Area-Cavite Plant) and November 20, 2025, from 9:00 a.m. to 4:00 p.m., to be held at the KOLIN Audio/Video Room.

This orientation aims to enhance employee awareness and understanding of the 5S methodology, including its importance, principles, and the significant role it plays in improving workplace efficiency, safety, and overall organizational performance. The session is intended to ensure that all participants are aligned with the standards and practices essential to maintaining a clean, organized, and productivity-driven working environment.

Your cooperation and punctual attendance are highly expected to support the successful implementation of our 5S initiatives.

Thank you.


Prepared by :

 11/17/25
Ms. Princess Calpe
5's Chairman

Approved by:

 11/17/25
Mr. Oliver M. Filote
President / CEO

Noted by:

 11/17/25
Ms. Arlene Y. Fabreag
Treasury Supervisor

Inter-Office Memo

FOR : All Department Heads
FROM: 5S Committee
RE : 5's Orientation
DATE : November 14,2025

Please be informed that the seminar for 5S Orientation will be held on November 19,2025, 9:00 am to 4:00 pm at the General Assembly Area. The following employees are required to attend.

	Attendees	Department
1	Bagasala, Jayson	Cavite - Plant
2	Belista, John Ace	Cavite - Plant
3	Borja, John Bert	Cavite - Plant
4	Cagata, Apple	Cavite - Plant
5	Castro, Niñoel	Cavite - Plant
6	Daganta, Yoshiyuki	Cavite - Plant
7	Dayon, Johndille	Cavite - Plant
8	Elpedes, Benjcc	Cavite - Plant
9	Geronimo, Mark Judiel	Cavite - Plant
10	Hernandez, Juanito	Cavite - Plant
11	Lactanin, Ferino	Cavite - Plant
12	Langam, Genaro Jr.	Cavite - Plant
13	Manaig, Jerico	Cavite - Plant
14	Manubay, Marissa	Cavite - Plant
15	Margallo, Dick	Cavite - Plant
16	Moratalla, Ariel	Cavite - Plant
17	Nabong, Shaira Nicole	Cavite - Plant
18	Oprecina, Rolando	Cavite - Plant
19	Rabin, Randy	Cavite - Plant

Should there be conflict in the schedule, please inform the undersigned immediately.

Thank you.