

# Inter Memo

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

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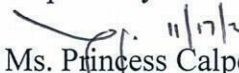
The following personnel (please refer to the attached list) are hereby required to attend the 5S Orientation Day scheduled on Nov. 19, 2025 (GA Assembly Area-Cavite Plant ) and November 20, 2025, from 9:00 a.m. to 4:00 p.m., to be held at the KOLIN Audio/Video Room.

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

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Please be informed that the seminar for 5S Orientation will be held on November 20,2025, 9:00 am to 4:00 pm at the AVR. The following employees are required to attend.

	Attendees	Department
1	Raya, Mary Rose	Finance
2	Frayres, Giselle Nolasco	Finance
3	Martinez, Yssel Martinez	Finance
4	Monserate, Sheena Milante	Finance
5	Hermosa, Cendric Jhay Magnaye	Finance
6	Dela Cruz, Realle Mercy Villamor	Finance
7	Gemol, John Felix Ternida	Finance
8	Gonzales, Ryshia Isabelle Yulas	Finance
9	Panganiban, Jhewell Alcantara	Finance
10	Payumo, Angel Grace Legaspi	Finance
11	Red, Joana Trisha Angela Malaluan	HR
12	Culile, Kate Sosing	HR
13	Jovero, Christine Paras	HR
14	Cepe, Mariecris Alemanian	HR
15	Cayanan, Julie Anne Joson	Marketing
16	Morales, Gerald Tajao	Marketing
17	Ramos, Paul Raven Reyes	Marketing
18	Sevandra, Angelica Issay Tolentino	Marketing
19	Capiral, Charmaine German	Marketing
20	Dayo, Regine Mae Rojo	OP
21	Almario, Andrei Nicole Umali	OP
22	Fernandez, Herald Almonte	OP
23	Miguel, Jemmalyne Lalo	OP
24	Flores, Riza Mae Raagas	OP
25	Ramirez, Kenneth Lucero	Sales
26	Aquino, Chlea Consul	Sales
27	Arimado, John Rhey Bermillo	Sales


28	Muyna, Cleos Ann Marie Balsote	Sales
29	Cabasag, Anthony Maulas	Sales
30	Rivera, Chartin Jolen Quiapo	Sales
31	Rodriguez, Shaira Pilac	Sales
32	Yu, Bea Grace Tampos	Sales
33	Reyes, Arvin Medallo	Sales
34	De Ocampo, Vince Patrick Ignacio	Service
35	Sumalo, Jonnel Delima	Service
36	Vinluan, Apple Grace Resuello	Service
37	Balitaan, Maezy Irish Lalongisip	Service
38	Agpoon, Emmanuel Franz Brazil	Service
39	Cañon, Joenel Sartotio	Service

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

Kindly return this memo on or before November 18,2025.

Thank you.

Prepared by :

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

Noted by:

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