

## INTER-OFFICE MEMORANDUM

**To:** ALL EMPLOYEES  
**From:** HUMAN RESOURCE DEPARTMENT  
**Subject:** JULY GENERAL ASSEMBLY  
**Date:** July 3, 2025  
**Ref No.:** HRD-SUP-25-07-029  
**CC:** DC, File

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In celebration of our company's 29th Anniversary, please be informed that the July General Assembly will be held on July 7, 2025, at around 10:30 AM, and will be conducted simultaneously across all locations nationwide.

The meeting links for each Service Center and Cavite Plant will be shared later today. We kindly ask everyone to be ready and in attendance on time so we can start the program promptly and celebrate this special occasion together.

Thank you and see you there!

Prepared by:

  
Mamerla F. Tagle  
HR Supervisor

Approved by:

  
Oliver M. Filoteo  
CEO