

TO : ALL CONCERNED DEPARTMENT
FROM : MIS
SUBJECT : DELETION OF INACTIVE CORPORATE EMAILS
DATE : FEBRUARY 4, 2025
REF NO. : MIS-000-25-2-018
CC : DCO,FIN,SVC,HRD,SALES,ADM,AIS,CAV,OOP,PCO,MKTG

Please be informed that we will be deleting the following corporate emails:

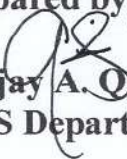
Corporate Email Address	Department
p.rizza@kolinphil.com.ph	Finance
jd.bautista@kolinphil.com.ph	Finance
am.navarro@kolinphil.com.ph	Finance
dg.berin@kolinphil.com.ph	Sales
creodique@kolinphil.com.ph	Sales
sagabuyo@kolinphil.com.ph	Finance
jroldan@kolinphil.com.ph	Finance
mpena@kolinphil.com.ph	Finance
j.soliga@kolinphil.com.ph	Cavite – Warehouse
r.gagui@kolinphil.com.ph	Cavite – Production
bl.jayme@kolinphil.com.ph	Marketing
m.aguillion@kolinphil.com.ph	Cavite – Warehouse
r.evangelista@kolinphil.com.ph	Cavite – Warehouse
abalmedina@kolinphil.com.ph	Admin
jr.lopez@kolinphil.com.ph	Cavite – Warehouse
jr.tolentino@kolinphil.com.ph	HR
ssreyes@kolinphil.com.ph	HR
j.luminoque@kolinphil.com.ph	Finance
j.bardiago@kolinphil.com.ph	Cavite – Warehouse
revangelista@kolinphil.com.ph	Cavite – Warehouse
ma.moralde@kolinphil.com.ph	Cavite – Warehouse

megarcia@kolinphil.com.ph	Audit
r.garcia@kolinphil.com.ph	Cavite – Warehouse
ra.placencia@kolinphil.com.ph	Finance
tm.enano@kolinphil.com.ph	Audit

These corporate email addresses are no longer active and the users are now resigned. This measure is implemented to lessen the accumulated accounts on our email server.

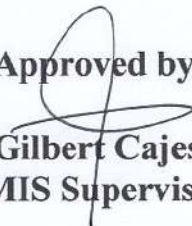
If you have any questions or concerns regarding on this matter, please feel free to contact the undersigned.

Thank you for your cooperation and understanding.

Prepared by:  2/4/25

Arjay A. Quines
MIS Department

Approved by:

 2.4.25
Gilbert Cajes
MIS Supervisor