

TO : Mr. Oliver M. Filoteo
President and CEO
FROM : OSH Committee
SUBJECT : Fire Safety Seminar and Drill
REF : OSH-000-26-03-01
DATE : March 17, 2026
CC : DC/FILE

To ensure our workplace remains compliant with safety regulations and that every team is prepared for emergencies, we will be conducting a mandatory Fire Safety Seminar and Drill in coordination with BFP Makati Central

- March 26, 2026, Thursday
- 9:30 AM- Fire Safety Seminar
- 11:00 AM- Actual Fire Drill and Evacuation

The following personnel are confirmed to attend the half day training.

OSH Members

Mr. Norberto Julve Jr.	Mr. Marieecris Cepe
Mr. Gilbert Cajés	Mr. Wilhelm Albaladejo
Ms. Mamerta Tagle	Engr. Mark Solis
Enge. Jorge Resley Mauricio	Mr. Marth Nathaniel Flores
Mr. Bryan Jed Arcilla	Mr. Ryan Sauza
Mr. Joebert Reyes	Mr. Francisco Nipes Jr.
Mr. Raquelito Mesa	Engr. Herald Fernandez
Engr. Dawn Allyn Lantajo	Ms. Andrea Suministrado
Mr. Alexies Vidal	Mr. Eugenio Besmano
Mr. Jake Trajeco	Mr. John Paul Garcia
Mr. Vidal Lojero	Mr. Alben Bermeo

Additional Departmental Representatives

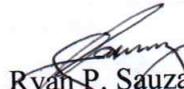
Engr. Adrian Nogoy	Service
Engr. Liezel Kim Tiu	Service
Mr. Jayferson Obrador	Sales
Mr. Anthony Cabasag	Sales
Ms. Michelle Bautista	Finance
Mr. John Felix Gemol	Finance
Ms. Ella Claire Barros	HRD
Ms. Joana Trisha Angela Red	HRD
Ms. Jemmalyn Miguel	OP
Ms. Blessie Joy Macatiag	Marketing

Ms. Kate Alarcon	Marketing
Ms. Mica Ella Marie Sala	AIS
Mr. Kenneth Roger Tejero	AIS
Mr. Micko Torino	MIS
Mr. James Cloud Awid	Admin

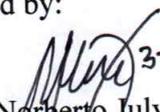
In line with the finalized schedule, we formally request the approval of a budget for meal allocations covering all attendees and the BFP personnel amounting to Php 250.00/pax. Furthermore, we propose the provision of tokens of appreciation for the seven (7) BFP representatives who will be facilitating our training.

6 Bgy. Guad Nuevo
Traffic Enforcer

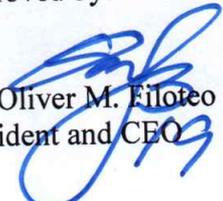
Prepared by:


Ryan P. Souza
OSH Committee- SO11

Noted by:


Mr. Norberto Julve Jr.
OSH Committee- SO2

Approved by:


Mr. Oliver M. Filoteo
President and CEO