

**KOLIN EVENT'S COMMITTEE MEETING for  
CHRISTMAS PARTY 2024  
(November 15, 2024)**

**Minutes of the meeting**

**Attendees:**

Mr. Thaddeus George Roman	-	Finance Asst. Manager
Ms. Mamerta Tagle	-	HR Supervisor
Ms. Rhenalyn Manzano	-	Supervisor
Ms. Clarabel Piano	-	HR Asst. Supervisor
Ms. Charmaine Nicole Resngit	-	Audit Asst. Supervisor
Mr. Joebert Reyes	-	Admin Assistant
Ms. Princess Calpe	-	AR Specialist
Ms. Darlyn Marco	-	Service Accounting Assistant
Mr. Carl Lito Salazar	-	Graphic Artist
Mr. Jake Bryan Trajeco	-	Sales Assistant
Mr. Jayferson Obrador	-	Sales Assistant
Ms. Rowena Pausal	-	Sales Assistant Supervisor
Mr. Darel Alcolea	-	Audit Assistant
Ms. Andrea Suministrado	-	HR Assistant
Ms. Joy Chichioco	-	HR Assistant
Ms. Arlene Fabreag	-	Treasury Assistant Supervisor

**Virtual Attendees:**

Ms. Michelle Camutin	-	HR Asst. Supervisor
Ms. Chielo Bracamonte	-	Accounting Asst. Supervisor
Mr. Marvin Alejandria	-	Warehouse Asst. Supervisor
Mr. Erwin Mendoza	-	Production Asst. Supervisor
Mr. Alberto Francisco	-	QC/QA Asst. Supervisor
Mr. Heber Catabay	-	Parts Warehouse Asst. Supervisor
Mr. Reiner Abaquita	-	Plant Engineer Asst. Supervisor
Mr. Leonard Amodente	-	Accounting Assistant
Ms. Leslie Marie Amodente	-	Admin. Assistant
Ms. Mary Grace Padilla	-	HR Assistant

- The meeting started at 1:40pm.

**Agenda**

- Sub-committee updates and status of task
- Execution of task
- Other concern
- Next event's committee meeting

Ms. Mary Grace Padilla read and review the previous minutes of meeting.

❖ **Updates on Invitation**

- Ms. Joy Chichioco showed and discussed the mock-up prototype of the invitation.

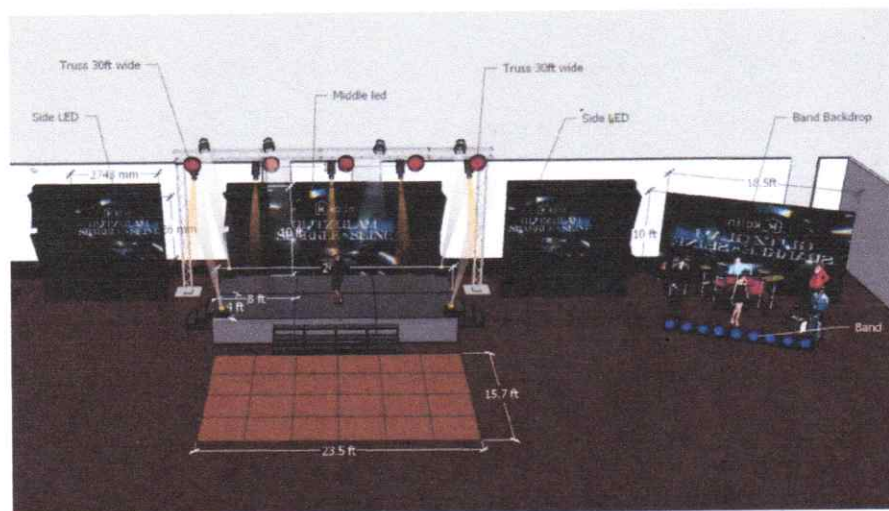
- The undersigned verified the time of registration and the time of the program proper for the arrangement of the bus departure of Cavite Plant. And clarification on the cut-off time of work for F.G. Warehouse.
- The registration on December 21, 2024 event's would be 5:00pm while the program proper will start at 5:30pm as per Mr. George Roman and the HR-Head office will release a memo for the cut-off of work schedule (for reference of F.G. Warehouse) as per Ms. Amy. Tagle.

#### ❖ Updates on Stage design and foyer

- Mr. Reiner Abaquita asked for the time of ingress at Okada and as per Mr. Roman the team can start at 2:00pm and can enter at 12:30pm. For the list of materials Mr. Roman assigned Ms. Darlyn Marco to handle.
- He said that the material for the foyer is not yet complete like "foil for the foyer" but it's included on his request while the black sticker for acrylic is assigned to Sales dept. He will be needed it by 1<sup>st</sup> week of December and should be cut-out already when they send it to Plant.



- Mr. Abaquita showed the new/revised stage design and set-up. As per Mr. Roman the LED will be off-site due to some trust issues.
- Mr. Roman mentioned that there should be a band stage since we reduced the main stage.



- Mr. Roman also discussed the 360 degree camera curtain cover. He said that we need this due to some concerns and suggestions.
- He also discussed regarding the “beer stub” because he had a lot of stub left last year.

#### ❖ Updates on AVP

- Mr. Roman mentioned their pending task;
  - Plaque
  - Service awardee AVP
  - Revision of stage
  - Revision of LED screen (because it's too dark)

#### ❖ Updates on Program

- Mr. Roman assigned Ms. Calpe to handle the “opening prayer”.
- Ms. Arlene Fabreag explained with regards to voting procedure for the “Mr. And Ms. Kolin of the Night”

#### **Kolin Star of the Night Voting Guidelines and Criteria (Male & Female)**

##### **Voting Process**

1. **Eligibility:** All attendees of the Year-End Party (YEP) are eligible to vote.
2. **Voting Platform:** Voting will be conducted online via a QR code provided at the event. Each attendee can scan the QR code to access the voting page.
3. **Voting Deadline:** Voting closes at 8:00 PM on the night of the YEP. Votes cast after this time will not be counted.
4. **Voting Distribution:**
  - 50% of the votes will come from Kolin employees.
  - 50% of the votes will come from a panel of judges.

##### **Criteria for Judging**

1. **Overall Appearance (30%)**
  - Elegance and appropriateness of the attire for the event
  - Style and personality reflected through outfit and grooming
2. **Confidence and Stage Presence (25%)**
  - Comfort and composure while on stage
3. **Personality and Attitude (25%)**
  - Attentiveness and respect toward colleagues
  - Genuine enthusiasm for the event and interactions
4. **Audience Impact (20%)**
  - Popularity among peers, shown through vote count
  - Ability to engage and leave a positive impression on the audience
  - Level of crowd support or encouragement

##### **Voting Execution**

- **Employee Votes:** Kolin employees attending the YEP will cast their votes through the online platform accessed via the QR code. Each attendee may vote for one male and one female candidate.
- **Judges' Votes:** A panel of judges will score each candidate according to the criteria above. Judges' votes will carry equal weight to the employee votes, ensuring a balanced outcome.

##### **Announcement of Winners**

- The Kolin Star of the Night winners, one male and one female, will be announced live during the YEP following the 8:00 PM voting cut-off.
- Winners will be chosen based on the combined scores from employee votes and judges' evaluations, reflecting both popularity and alignment with the criteria.
- As per Ms. Fabreag all department should nominate their entry/candidate for “Mr. And Ms. Kolin of the Night”. Their picture will be shown to see who to vote for. The deadline for submission of pictures is on November 30, 2024.



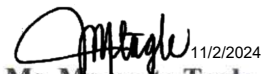
- Ms. Clarabel Piano suggested that the picture to be posted for this should be standard.
- Mr. Roman also discussed that he is not requiring to see the "costume" beforehand. It is just only to remind that the "costume" has a big role to the presentation. And the priority there is to see the costume wears by one or two performer. He added that there will be a pre-judgement like;
  - if the group music did not exceed to 7 minutes
  - if the group follows the 4 minutes traditional performance.
- Mr. Roman also discussed that the Christmas party raffle draw for minor prize will be on December 2, 2024 after general assembly, he said only representative of each department are allowed to witness the raffle while for Cavite Plant and Province will join by virtual. 240 winners of P2500 will be draw.
- The prize of P2500 winners will be credited to salary pay-out on December 15, 2024.
- He advised to submit the list of materials to bring at Okada on November 28.
- For clarification, there will be no overtime claim on December 21. The only allowed to claim is those who will do the ingress/egress (normal working hours is not included). And for those employees who will not join the Christmas party will not be paid on December 23 unless they will file it as VL Mr. Roman said.
- Distribution of task will be done on the next meeting.
- Next meeting will be on November 28, 2024.

Prepared by:

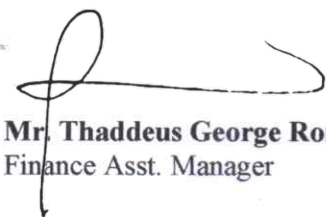


Michelle Camutin  
Event's Committee Secretary

Noted by:



Ms. Mamerta Tagle  
HR Supervisor



Mr. Thaddeus George Roman  
Finance Asst. Manager

Approved by:

**MR. OLIVER M. FILOTEO**  
CEO