

Inter-Office Memo

FOR : All Department Heads
FROM: 5S Committee
RE : As Stated
DATE : November 14, 2025

Greetings from the 5S Committee!

The Annual 5S Clean-Up Day is scheduled on November 29, 2025 (Saturday). This will be a half-day activity dedicated to cleaning and organizing our respective work areas to promote a cleaner, safer, and more efficient workplace.

This initiative aims to reinforce the habit of good housekeeping and sustain awareness of the 5S principles across all departments.

In line with this, we highly encourage everyone—through the assistance and supervision of all Department Heads—to actively participate in the event, which will run from 7:30 a.m. to 1:00 p.m. Morning snacks and lunch will be provided to all participating employees.

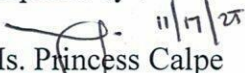
Please be reminded of the following important guideline:

- ❖ *Used water containing detergent and chlorine must be properly disposed of in the designated disposal area located at the 2nd Floor Smoking Area (kanal) to prevent any adverse impact on our Sewage Treatment Facility (STF).*

Your cooperation and active participation are vital to the success of this activity. Let us all work together to uphold a first-class workplace that reflects discipline, order, and care for our environment.

Thank you and happy cleaning!


Prepared by :

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

Approved by:


Mr. Oliver M. Filote
President / CEO

Noted by:

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