

**TO** : ALL OFFICE STAFF EMPLOYEES  
**SUBJECT** : UNIFORM MEASUREMENT SCHEDULE  
**REFERENCE** : ADM-000-23-08-006  
**DATE** : August 8, 2023  
**CC** :FILE, DCO, MIS, AIS, KMI, OP, FIN, SVC, MKTG.,  
SALES, HRD, CAVITE.

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Good day,

To ensure the comfort of all employees, we will be conducting a uniform measurement survey for all office staff employees. This will allow us to provide everyone with properly fitting uniforms.

The schedule for the uniform measurement survey is as follows:

- Head Office: *August 15, 2023 - Showroom*
- Cavite Plant: *August 16, 2023*

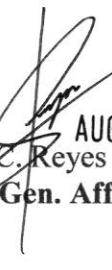
Please note that all employees must participate in the survey and should wear their current uniform during the measurement. The undersigned will call each department before going down to showroom and field personnel will be prioritized. Attached here also the ***uniform measurement form***, kindly fill out only the personal information needed and bring it on the said measurement schedule.

We encourage everyone to provide feedback on the comfort and fit of their current uniform. The survey data will be used to order new uniforms for employees.

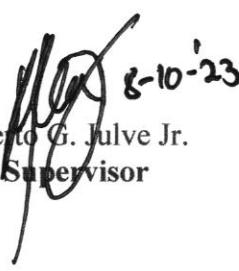
Your cooperation is highly needed in this matter.

Thank You.

Prepared by:

  
Joebert C. Reyes  
Admin Asst. Gen. Affairs  
AUG 10 2023

Approved by:

  
Mr. Norberto G. Julve Jr.  
Admin Supervisor  
8-10-23

## *A. Velasquez Collections*

# 8C MAIN AVENUE, CUBAO QUEZON CITY  
Tel. No. 654-6898

**NAME:** \_\_\_\_\_

**RANK(RF/JO):** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Employee Number:** \_\_\_\_\_

- 1. Shoulder** \_\_\_\_\_
- 2. Short Sleeve** \_\_\_\_\_
- 3. Long Sleeve** \_\_\_\_\_
- 4. Circumference** \_\_\_\_\_
- 5. Cuff** \_\_\_\_\_
- 6. Chest** \_\_\_\_\_
- 7. Waist line** \_\_\_\_\_
- 8. Hips** \_\_\_\_\_
- 9. Neckline** \_\_\_\_\_
- 10. Length of Polo** \_\_\_\_\_
- 11. Height** \_\_\_\_\_

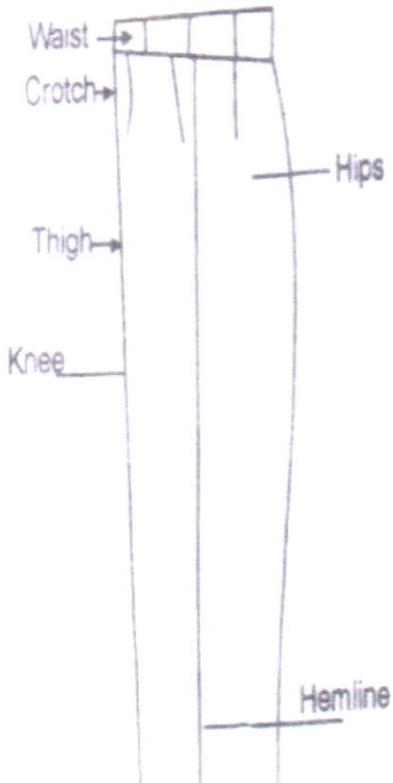
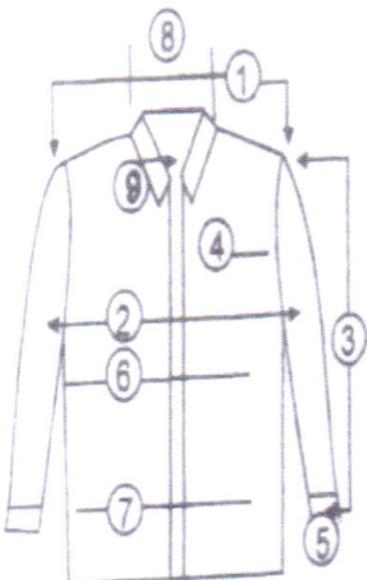
**PANTS:**

- 1. Waist** \_\_\_\_\_
- 2. Length** \_\_\_\_\_
- 3. Crotch** \_\_\_\_\_
- 4. Hips** \_\_\_\_\_
- 5. Thigh** \_\_\_\_\_
- 6. Knee** \_\_\_\_\_
- 7. Hemline** \_\_\_\_\_

**Note: Take Exact Measurement  
Do not add allowance.**

**THANK YOU VERY MUCH!**

**Signature:** \_\_\_\_\_



# A. Velasquez Collections

# 8C Main Avenue, Cubao, Quezon City

Tel. No. 654-6898 / 391-1995

Name: \_\_\_\_\_

Rank (RF/JO): \_\_\_\_\_

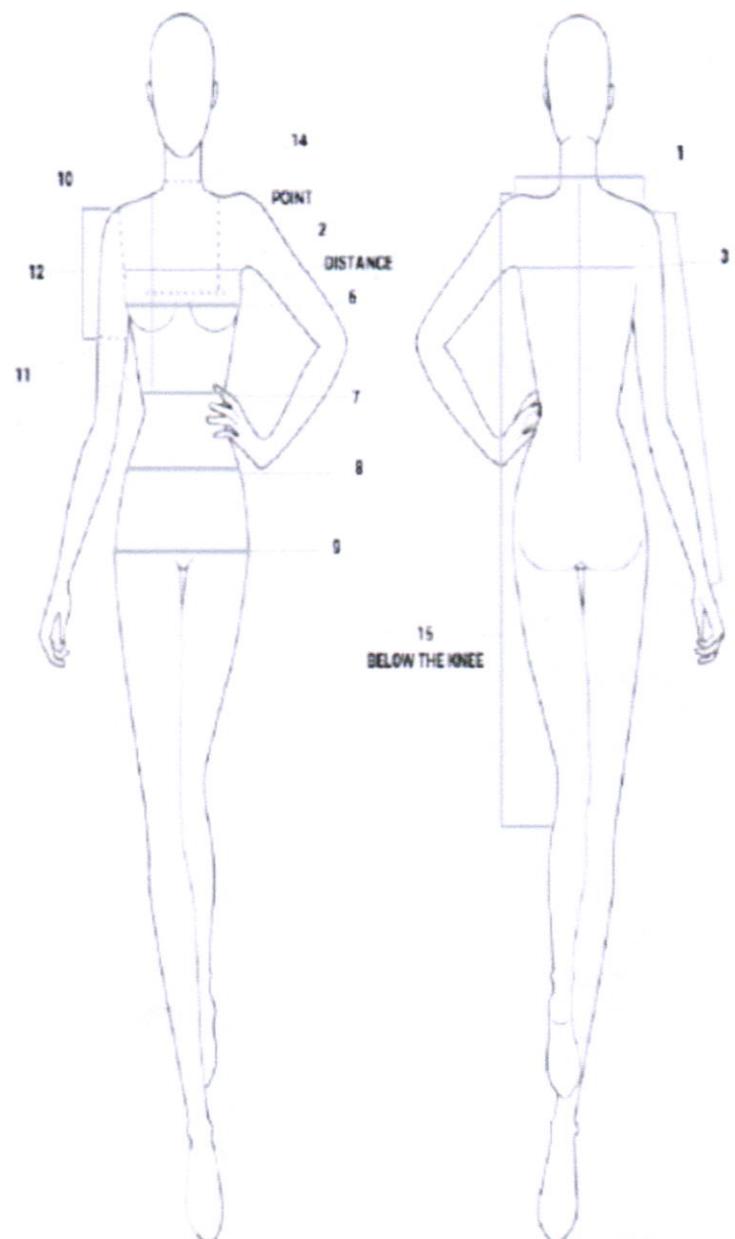
Employee Number: \_\_\_\_\_

Date: \_\_\_\_\_

Employee No.: \_\_\_\_\_

1. Shoulder \_\_\_\_\_
2. Front Chest \_\_\_\_\_
3. Back Chest \_\_\_\_\_
4. Back Figure \_\_\_\_\_
5. Front Figure \_\_\_\_\_
6. Bustline Distance \_\_\_\_\_
7. Waist line \_\_\_\_\_
8. First Hips \_\_\_\_\_
9. Second Hips \_\_\_\_\_
10. Armhole \_\_\_\_\_
11. Arm \_\_\_\_\_
12. Short Sleeve- Cuff \_\_\_\_\_
13. Long Sleeve \_\_\_\_\_
14. Neckline \_\_\_\_\_
15. Length of Dress \_\_\_\_\_

Point \_\_\_\_\_



**Note: Take Exact Measurement**

**Do not add allowance.**

**THANK YOU VERY MUCH!**

Signature: \_\_\_\_\_