

TO : ALL EMPLOYEES

SUBJECT : NEW OFFICE UNIFORM IMPLEMENTATION

REFERENCE : ADM-000-24-02-001

DATE : February 1, 2024

CC : FILE, DCO, MIS, AIS, KMI, OP, FIN, SVC, MKTG.,
SALES, HRD, CAVITE, SVC CNTRS.

This is to inform you that starting on Monday February 5, 2024, all employees are required to wear the new uniform during office hours from Monday to Thursday while during Friday you are required to wear Kolin Polo Shirt. Moreover, employees not wearing proper uniform are not allowed to enter the company premises unless with valid reason and with approval from your immediate superior. Failure to abide rule will be sanctioned accordingly.

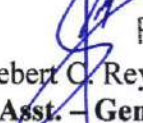
Please note that the old uniform is no longer permitted and it is not permissible to wear pants or skirts in colors other than specified one (*see photo below*). Also, to all uniforms under repair/no measurement you can continue using your old uniform in the meantime or until February 16, 2024 only. Once all uniforms are repaired, the undersigned will provide them.

We believe that this new uniform will not only enhance the image of our company but also eliminate any concerns or stress related to choosing appropriate work attire.

In case you have any concerns regarding the new uniform implementation, please feel free to contact the undersigned.

Thank you for your cooperation and strict implementation in this matter.

Prepared by:

 FEB 1 2024
Joebert C. Reyes
Admin Asst. – Gen. Affair

Approved by:

 2-1-24
Mr. Norberto G. Julve Jr.
Admin Supervisor







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color: GRAY same color
to SKIRT