

TO : ALL EMPLOYEES
FROM : MS. MARIA GENESIS M. SALVORO
SOCIAL MEDIA SPECIALIST
SUBJECT : CHRISTMAS PARTY AVP SHOOTING
REF : MKTG-MA-23-11-079
DATE : November 21, 2023
CC : FILE/DC

We hope this message finds you well. As part of our preparations for the upcoming Christmas party celebration this coming December 22, 2023, we would like to inform everyone that there will be a shooting schedule on **November 28, 2023 (Tuesday)** for the Christmas Party Audio-Visual Presentation (AVP).

Please take note of the scheduled time and locations for the AVP shooting.

8:00am to 10:00am – 3rd Floor
10:30am to 12:00pm – 2nd Floor
2:00pm to 4:00pm – Lobby and Rooftop

We appreciate and encourage the cooperation of all departments and employees in making this project a success. In line with this, **we request everyone to bring any Christmas hat or Christmas-themed item that they can wear or hold during the said shoot.**

Below is list of employees that will be the main casts of the said AVP:

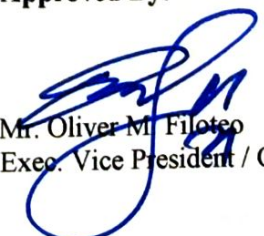
LIST OF PARTICIPANTS	
NAME	DEPARTMENT
Princess Calpe	Finance Department
Wiljane Watiwat	Finance Department
Joan Ericka Masangkay	Finance Department
Kenneth Villaflor	Finance Department
Joan Mhey Joson	Finance Department
Arjay Quines	MIS
John Darel Alcolea	Audit Department
Jenalou Dimayuga	Admin Department
Joy Elaine Chichioco	HRD
Carl Lito Salazar	Marketing Department
Maria Genesis Salvoro	Marketing Department
Mark Erickson Blanco	Marketing Department
Brandon Leslie Jayme	Marketing Department
Jayferson Obrador	Sales Department
Jake Bryan Trajeco	Sales Department
Ryan Sauza	Service Department

Thank you for your attention, and we look forward to your active participation in creating a wonderful Christmas Party AVP.

Prepared By:


Maria Genesis H. Salvoro
Social Media Specialist

Approved By:


Mr. Oliver M. Filoteo
Exec. Vice President / COO