

TO: ALL EMPLOYEES  
FROM: CSR COMMITTEE 2025  
PROJECT NAME #3: CSR COMMITTEE PROJECT 2025 - 13TH FCIE TAKBO PARA SA KALIKASAN 2025  
DATE: AUGUST 12, 2025  
REF #: CSR-PROJ-25-08-04R  
CC: DC/File/NEWS

In line with the upcoming CSR Committee Project 2025 – 13th FCIE Takbo Para sa Kalikasan, scheduled on **October 5, 2025** (Sunday) at 6:00 AM at the FCIE Sports Center, Dasmariñas, Cavite, please be guided by the following important reminders:

#### 1. Company Coverage

- The registration, transportation, and food expenses of the employee and **ONE (1)** companion will be shouldered by the company.

*Note: Additional companion may be an immediate family member, partner, or friend.*

#### 2. Additional Participants

- Any additional participant (if the employee is planning to add more than 1 companion) aside from the above company coverage (whether another family member, friend, or partner) will **not be covered** by the company.
- Should the employee wish to bring an additional participant (**aside from the ONE (1) listed companion**, the following fees **must be shouldered by the employee**:
  - Registration Fee: ₱300 per participant
  - Food: ₱250 per participant (Note: this is optional employees may choose not to avail the company provided food, but will be responsible for the meal arrangement of their additional companion).
  - Transportation: will be shouldered by the company.

*Note: Sharing or transferring of expenses to other employees for additional participants is strictly not allowed.*

#### 3. Transportation Arrangements

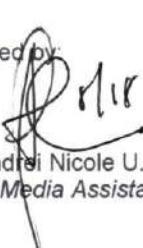
- Employees and their additional companion may opt to go **directly to the Cavite Plant** for the event or proceed **directly home after the activity**.
- If this arrangement applies, please indicate it on your registration list by writing (**DTF – Direct to FCIE Cavite Plant / DTH – Direct to Home**) beside your name.
- Deadline for submission of this registration list is on **August 18, 2025 (5:00 PM)**.

#### 4. Volunteering Event

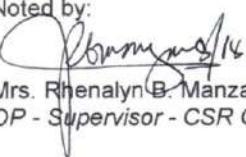
- Please be reminded that the CSR Committee Project 2025 – 13th FCIE Takbo Para sa Kalikasan 2025 is **NOT mandatory** and is considered a **voluntary activity**.
- This event will **not** be counted as **Official Business** and therefore will **not** be compensated.

*Note: In case of non-attendance, the employee will be required to shoulder the corresponding food and registration expenses for both the employee and the covered additional companion.*

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