

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**.

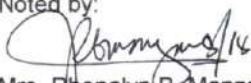
Note: *In case of non-attendance, the employee will be required to shoulder the corresponding food and registration expenses for both the employee and the covered additional companion.*

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