

**TO: ALL DEPARTMENT**  
**FROM: EVENTS COMMITTEE**  
**RE: SUBMISSION OF CANDIDATES FOR MR. & MS. KOLIN & PICTORIAL**  
**DATE: NOVEMBER 27,2024**  
**REF# FIN - 000 - 24 - A - 264**

---

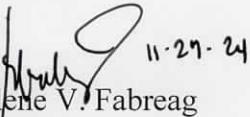
As part of our preparations for the upcoming Mr. & Ms. Kolin competition, each department is requested to submit its candidate for the event. Please ensure the following:

1. **Candidate Submission:**
  - Submit the name of your department's candidate no later than November 29,2024.
2. **Pictorial Schedule:**
  - The pictorial for all candidates is scheduled for **Friday, December 6, 2024 @ 1:30 PM.**
3. **Attire and Preparation:**
  - Candidates are required to wear their Kolin Polo ( gray ) shirt for the pictorial.
  - If candidates prefer to wear makeup and have a specific hairstyle for the photos, they should come prepared with their makeup and hairstyle on the day of the shoot.

This pictorial will serve as their official photo for the competition, so it is important that they come fully prepared.

Thank you for your cooperation. Should you have any questions, please feel free to reach out.

Prepare by :

  
Ms. Arlene V. Fabreag

Committee

Noted by:

  
Mr. Thaddeus George C. Roman

Accounting Asst. Manager