

REQUEST FOR REPLACEMENT OF PROMODISER

DATE : February 17, 2025
TO : Kolin Phil. International Inc.
ATTN : Dante Manzano

In line with the management's objective to instill positive work attitudes directed towards the attainment of company goals, we are hereby implementing the following guidelines, to wit:

- 1) Request for immediate **REPLACEMENT** of the following Promodiser assigned at branch:

PROMODISER	BRANCH	REASON/S
JOSEPH S. JUAN	Tuazon	Anomalous Transaction

2) Supplier shall inform the above Promodiser to cease reporting to his respective branch effective, **February 17, 2025**.

3) Supplier can send a reliever who will need to pass through the proper Introduction Process at our HRAD in our Corporate Office.

By:



Efren S. Flora Jr.
Legal Officer

Noted by:



MR. JAMES DANIEL P. RAVELLO
HUMAN RESOURCES MANAGER

CC:

MS. ELIZABETH ARNALDO
OPERATIONS MANAGER

MS. BERNIE CHUA
MERCHANDISING