

# Inter-Office Memo

TO : ALL DEPARTMENT  
FROM : RECRUITMENT & TRAINING SECTION  
SUBJECT : CREATION OF LINKEDIN ACCOUNT  
DATE : November 3, 2025  
REF : HRD-REC-25-A-1062  
CC : DC/FILE

---

As part of our ongoing efforts to strengthen our company's online presence and professional community, we kindly ask all employees to create or update your **LinkedIn account** and **follow our official company LinkedIn page**: *Kolin Philippines International Inc.*

Our LinkedIn page serves as an important platform to share company updates, achievements, job opportunities, and employee engagements. By following and engaging with our posts, you help promote our brand, enhance our visibility, and showcase the strength of our professional network.

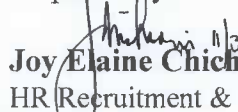
## Action Required:

1. Create or update your personal LinkedIn profile.
2. Visit our official LinkedIn page: <https://www.linkedin.com/company/kolinphil>
3. Click **"Follow"** to stay connected and informed.

We encourage everyone to interact with our posts by liking, sharing, and commenting where appropriate. Your participation helps represent the organization's culture, expertise, and community spirit.

Thank you for your cooperation and support in building a stronger professional presence for our company.

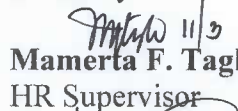
Prepared By:

  
**Joy Elaine Chichioco**  
HR Recruitment & Training Head

Approved By:

  
**Mr. Oliver M. Filoteo**  
President/CEO

Noted By:

  
**Mamerta F. Tagle**  
HR Supervisor

  
**Marieckis A. Cepe**  
HR Manager