

TO : **ALL EMPLOYEES (Head office & Plant)**  
FROM : **HUMAN RESOURCE DEPARTMENT**  
RE : **December 22, 2023 Christmas Party**  
DATE : **December 19, 2023**  
REF# : **HRD-SUP-23-B-070**  
CC : **DC/ file**

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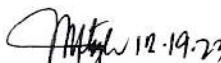
Please be informed about the Christmas Party participated by the head office and plant personnel to be held at the City of Dreams on December 22, 2023 Friday. As mentioned on the reminders during general assembly this year's theme is Coachella hence please come in themed attire.

Moreover, this is to remind that head office and plant personnel must be present during the event to be considered for the major raffle draw when picked, however if you cannot attend you must have a valid reason to why you cannot join. Employees in the province and service centers are automatically considered for the raffle draw.

Furthermore, on December 22, employees are allowed to leave at around 3:00 pm for the head office and 1:00 pm for the plant to have enough time to prepare for the event as we are going to start earlier compared as last year. Concerned employees are required to file it as OB to HRIS so you won't be tagged as half day. Furthermore, we are expected to finish all our pending loads for this particular day to avoid any delay in our usual operations. Please be reminded that registration will start at 5:00 pm and the program proper will officially start at 5:30 pm. On December 23, (Saturday) the company will declare non working day for head office and plant personnel except for those that has pre-scheduled work needed to be accomplished on the day mentioned.

Let us celebrate in peace and safe!

Have a blessed Merry Christmas and a wonderful new year 2024!

  
Mamerta F. Tagle  
HR-Supervisor

Noted/Approved by:

  
Oliver M. Fileto  
EVP