

TO : HEAD OFFICE EMPLOYEES  
FROM : HUMAN RESOURCE DEPARTMENT  
RE : Bring Your Own Lunch Container  
DATE : April 7, 2025  
REF# : HRD-SUP-25-00-041  
CC : DC/file/NEWS

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As part of the ongoing Corporate Social Responsibility (CSR) initiative – Kalikasan, we are encouraging all employees to actively participate in our environmental sustainability efforts.

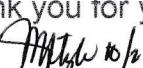
Effective October 6, 2025, all employees are kindly requested to bring their own reusable lunch containers & utensils for food distribution during the General Assembly. This initiative aims to:

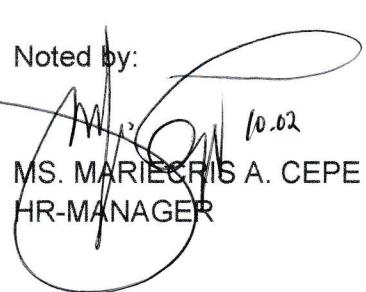
- Reduce single-use plastic waste in our office and surrounding communities
- Promote eco-friendly habits among our workforce
- Support our commitment to environmental stewardship under CSR Kalikasan

Disposable plastic use has a significant impact on the environment. By making small changes—such as using personal lunch containers—we contribute to a larger goal of protecting and preserving nature.

We seek everyone's cooperation in making this a successful and lasting practice. Together, let's lead by example and help create a cleaner, greener future.

Thank you for your support.

  
MAMERTA TAGLE  
HR Supervisor

Noted by:  
  
MS. MARIECRIS A. CEPE  
HR-MANAGER  
10.02

Approved by:  
  
OLIVER M. FILOTEO  
PRESIDENT/CEO