

TO : HEAD OFFICE & CAVITE PLANT EMPLOYEES
FROM : HUMAN RESOURCE DEPARTMENT
RE : COMPANY OUTING
DATE : May 5, 2025
REF# : HRD-SUP-25-04-020
CC : DC/file/NEWS

This is to formally inform everyone that our company outing will be held on May 17, 2025 in Bataan White Corals Beach. Kindly take note of the following guidelines to ensure a smooth and enjoyable event for all:

Guidelines:

- Attendance & Biometrics:
 - All attendees must sign the attendance sheet (per bus) at the Kolin Lobby before proceeding to their respective bus assignments.
 - Don't forget to log in/out using the biometrics system as part of attendance documentation.
- Outing Attire:
 - The Admin Department will distribute Kolin T-shirts, which must be worn during the outing.

Departure Schedule:

- Head Office Personnel
 - Call Time: 3:30 AM
 - Bus Departure: 4:30 AM sharp
- Cavite Plant Personnel
 - Call Time: 2:30 AM
 - Bus Departure: 3:00 AM sharp

(Information regarding bus assignments will be available at the NEWS RC soon to be posted.)

- Breakfast budget will be distributed per department.
- Please have a heavy breakfast as lunch will be served at 12:00 noon.
- Each department, please assign personnel for the grilling station.

On-Site Schedule:

- Lunch: 12:00 NN
- Afternoon Snacks: 2:30 PM

Return Trip:

- Bus Departure from Resort: 4:00 PM sharp
 - All attendees are advised to prepare ahead of the scheduled departure time to avoid delays.

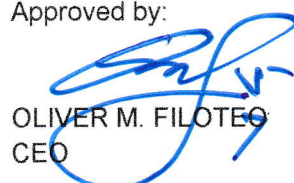
Reminders:

- The OSH Committee will be present to help ensure the safety and well-being of all participants throughout the event.
- Employees are reminded to observe safety protocols at all times.

Thank you.


MAMERTA TAGLE
HR Supervisor

Approved by:


OLIVER M. FILOTEO
CEO