

TO : MAKATI AND CAVITE PLANT PERSONNEL
FROM : HUMAN RESOURCE DEPARTMENT
RE : 2025 Grocery Allocation
DATE : November 19, 2025
REF# : HRD-SUP-25-A -047
CC : DC/ file

As we welcome the holiday season, we are pleased to inform you that this year's grocery budget allocation will be deposited directly into your respective payroll accounts.

You will receive the following amount in your December 15, 2025 payroll:

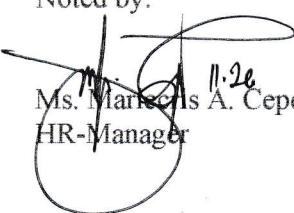
- ₱1,750.00 – Grocery Allowance

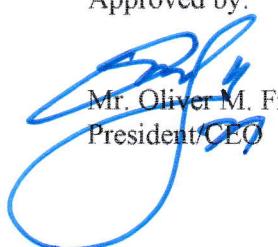
Should you have any questions or require further clarification, please feel free to contact us.

May this season bring you joy, peace, and meaningful celebrations.

Wishing everyone a blessed Merry Christmas and a prosperous New Year 2026!


Mamerta F. Tagle
HR-Supervisor

Noted by:

Ms. Maricelis A. Cepe
HR-Manager

Approved by:

Mr. Oliver M. Filoteo
President/CEO