

TO : **ALL EMPLOYEES (Head office & Cavite Plant)**  
FROM : **HUMAN RESOURCE DEPARTMENT**  
RE : **Year End Party**  
DATE : **December 11, 2025**  
REF# : **HRD-SUP-25-B-056**  
CC : **DC/ file**

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Please be advised that our 2025 Year-End Party for all Head Office and Cavite Plant employees will take place at City of Dreams on Friday, December 19, 2025. As announced during the General Assembly, our theme this year is "Denim and Done It," so we encourage everyone to come dressed in their best denim-inspired attire.

Please note that Head Office and Plant personnel must be present during the event to be eligible for the major raffle draw. Should you be unable to attend, kindly ensure you have a valid reason for your absence. Employees assigned to provincial sites and service centers are automatically eligible for the raffle.

Early dismissal schedule on December 19:

- Head Office: 3:00 PM
- Cavite Plant: 2:30 PM

All concerned employees must file an OB in the HRIS to avoid being tagged as half-day. We also remind everyone to complete all pending tasks within the day to ensure uninterrupted operations.

Event Schedule:

- Registration: 5:00 PM
- Program Proper: 5:30 PM

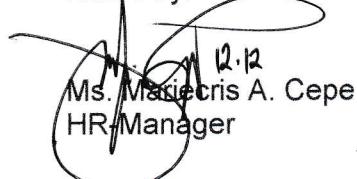
Furthermore, December 20 (Saturday) is declared a non-working day for Head Office and Plant personnel, except for those with pre-scheduled duties that must be completed on that day and must be treated as their regular work day.

Let us look forward to celebrating together—joyfully, safely, and with gratitude.

Wishing you all a blessed Christmas and a wonderful New Year 2026!

  
Mamerta F. Tagle  
HR-Supervisor

Noted by:

  
Ms. Maricris A. Cope  
HR Manager

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Approved by:

  
Mr. Oliver M. Filoteo  
President/CEO