

TO : SERVICE CENTER PERSONNEL AND PROVINCIAL PM
FROM : HUMAN RESOURCE DEPARTMENT
RE : 2024 Christmas Party Budget Allocation
DATE : November 15, 2024
REF# : HRD-SUP-24-A -040
CC : DC/ file

As the holiday season draws near, we're pleased to inform you about this year's budget allocation for the Christmas celebrations. To offer you greater flexibility, both the Christmas party and grocery budgets will be credited directly to your individual payroll accounts.


Each employee will receive:

- **₱800.00** for personal or collective Christmas party celebrations.
- **₱1,600.00** as a grocery allowance.

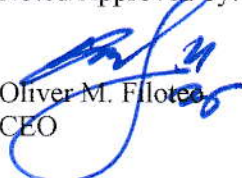
These amounts will be reflected in your December 15, 2024, payroll, allowing you to celebrate in the way that best suits your preferences—whether for personal use or to contribute to a group gathering within your team or area.

If you have any questions or need further clarification about these allocations, please feel free to reach out.

Wishing you all a peaceful, joyful, and safe holiday season! Have a blessed Merry Christmas and a prosperous New Year 2025!


Mamerta F. Tagle
HR-Supervisor

Noted/Approved by:


Oliver M. Filoteo
CEO