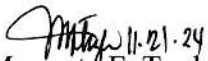


TO : ALL EMPLOYEES
FROM : HUMAN RESOURCE DEPARTMENT
RE : 2024 Year End Party Guidelines
DATE : November 15, 2024
REF# : HRD-SUP-24-A -042
CC : DC/ file

As we prepare for our 2024 Year-End Party, please take note of the following guidelines:

1. **Date and Venue:** The party will be held at OKADA Manila on Saturday, December 21, and since most employees are off on this day, you may go directly to the venue. The ballroom will be open at 5:00 PM, the start of registration.
2. **Program Timing:** The program will commence promptly at 5:30 PM. We kindly ask everyone to arrive at the venue before this time to ensure a timely start.
3. **Dress Code:** Please dress according to the party's set theme. We look forward to seeing everyone's themed attire!
4. **Raffle Draw Eligibility:** For Plant and Makati employees, attendance is required to be eligible for the major raffle draw. Non-participation will result in forfeiture of prizes in case your name is drawn.
5. **Service Center:** We encourage all provincial service centers to hold their Year-End Party (YEP) on Saturday, December 21. This will allow the declaration of Monday, December 23, as a non-working day to be applied uniformly across all Kolin offices.

We look forward celebrating this season, embracing the warmth of hope and the joy it brings.


Mamerta F. Tagle
HR-Supervisor

Noted/Approved by:


Oliver M. Filoteo
CEO