

TO : ALL PRODUCT MERCHADISER
FROM : HUMAN RESOURCE DEPARTMENT
RE : 2025 Christmas Party Budget and Grocery Allocation
DATE : November 19, 2025
REF# : HRD-SUP-25-A -044
CC : DC/ file

As the holiday season approaches, we are pleased to inform you of this year's budget allocation for our Christmas celebrations. To provide greater convenience and flexibility, the Christmas party and grocery allowances for all PM nationwide will be credited directly to your individual payroll accounts.


The following amounts will be included in your December 15, 2025 payroll:

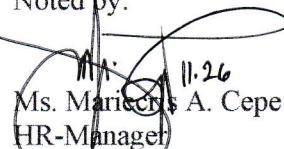
- ₱800.00 – Christmas party budget (personal or collective use)
- ₱1,750.00 – Grocery allowance

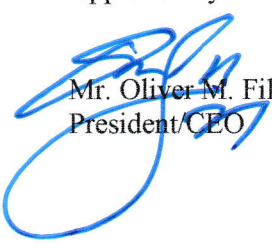
You may use these amounts in any manner that best suits your needs—whether for personal holiday preparations or as a contribution to a group gathering within your team or area.

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

Wishing everyone a peaceful, joyful, and safe holiday season. Have a blessed Merry Christmas and a prosperous New Year 2026!


Mamerta F. Tagle
HR-Supervisor

Noted by:

Ms. Maricela A. Cepe
HR-Manager

Approved by:

Mr. Oliver M. Filoteo
President/CEO