

FOR : DEPARTMENT HEADS  
FROM : DEPUTY QMR  
SUBJECT : CSR FORMATION  
DATE : 3 November 2022  
REFERENCE : IQA-000-22-A-26

CC :  HRD \_\_\_\_\_  PRO \_\_\_\_\_  
 ADM \_\_\_\_\_  WHS \_\_\_\_\_  
 MIS \_\_\_\_\_  PWD \_\_\_\_\_  
 FIN \_\_\_\_\_  ENG \_\_\_\_\_  
 AIS \_\_\_\_\_  QC/QA \_\_\_\_\_  
 SAL \_\_\_\_\_  DCO \_\_\_\_\_  
 SVC \_\_\_\_\_  OP \_\_\_\_\_  
 MKTG \_\_\_\_\_

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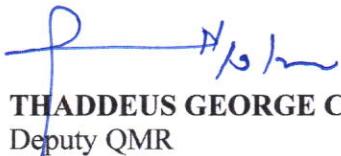
It's incredibly important to our company to operate in a way that demonstrates social responsibility. Although it's not a legal requirement, it's seen that this is a good practice for us to take into account social and environmental issues. Social responsibility and ethical practices are vital to our success.

With this, the undersigned would like to invite all Rank level III to Assistant Supervisor to attend a formation meeting and discuss the possible programs/activities, delegation of task and assignments, timelines and the like. This will be held on November 16, 2022 8:30 am at AVR Room.

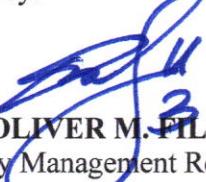
Your attendance is a must.

Thank you for your continuous support!

Prepared by:

  
**THADDEUS GEORGE C. ROMAN**  
Deputy QMR

Noted by:

  
**MR. OLIVER M. PILOTEO**  
Quality Management Representative