



MEMORANDUM OP-011-2025

DATE: March 31, 2025

TO: All Concerned

FROM: The Management

SUBJECT: Pool Party Participation Policy for Employees

To ensure a safe and enjoyable environment for all employees during the upcoming pool party, the following guidelines must be adhered to. These policies are designed to maintain order, safety, and enjoyment for everyone involved.

1. Approval for Participation

- Employees who wish to attend the pool party must receive prior approval from their immediate supervisor.
- The supervisor's approval is required at least **3 days before the party**.
- The employee must submit a visitation form to their supervisor, which will be reviewed and signed off.

2. Alcohol Consumption

- Alcoholic beverages are **not permitted** in the pool area.
- Employees may bring alcoholic drinks, but they are **only allowed in designated areas** such as **restaurant and café tables or paid cottages**.
- Employees are encouraged to consume alcohol responsibly and follow all local laws and regulations.

3. Security and Visitation Form Check

- Security personnel will be responsible for checking the **visitation form** for every employee upon entry to the pool area.
- The form will be checked before entering the **premises** after working hours to ensure that only those approved by their supervisors can access the pool party area.

4. General Conduct

- All employees must follow general conduct guidelines and respect the privacy and safety of other attendees.
- Employees must adhere to workplace behavior policies, even during off-hours, while attending the pool party.



5. Event Time and Location


- The exact timing and location of the pool party will be shared prior to the event.

By following these rules, we aim to create a positive, safe, and enjoyable experience for all employees participating in the pool party.

Prepared by:


Lorelyn Gay A. Tupaz

Approved by:


Abel D. Manalo
President