

DATE : 6 FEBRUARY 2024  
TO : ALL THE REEF EMPLOYEES  
FROM : OPERATIONS DEPARTMENT  
SUBJECT : TCS-REEF "THE GROUNDS" POP-UP OPENING

TCS REEF-MA-2024-05

This is to inform everyone that TCS-REEF **The Grounds** will have a POP-UP Opening on **FEBRUARY 10 & 11, 2024 (SATURDAY & SUNDAY)** for the Chinese New Year Weekend. Please refer below operating hours.

**THE GROUNDS**

- Operating Hours - 2:00 PM to 8:00 PM
- Food and Beverage - Ala carte
- Open to In-house and Walk-in Guests

TCS-REEF will be needing support from the following departments:

**Marketing**

- Kindly provide marketing collateral of the following
  - ☐ The Grounds F&B MENU 24pcs
  - ☐ The Grounds Condiments Stickers

**System**

- We need assistance for the following:
  - ☐ POS syncing properly
  - ☐ POS configuration


**IT**

- We need assistance for the following:
  - ☐ POS and Cashier counter set-up

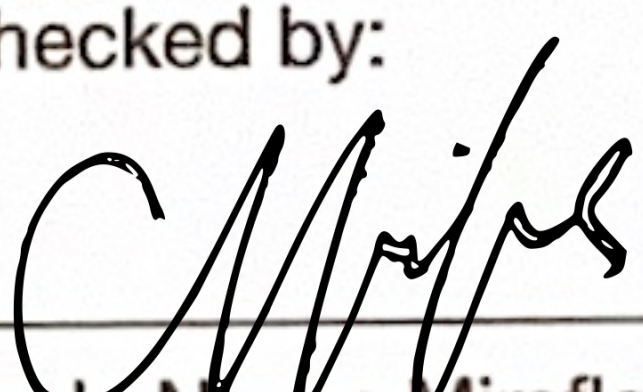
**Finance**

- To provide Small bills and additional cash funds on the weekend
- Cash float release
- Not applicable for Signing privilege

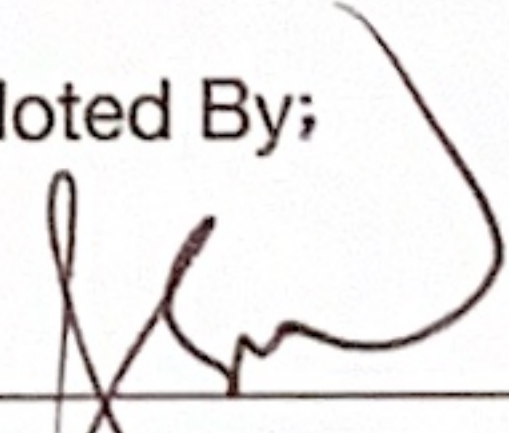
Prepared by:

  
Harry Christopher Sanchez  
F&B Manager

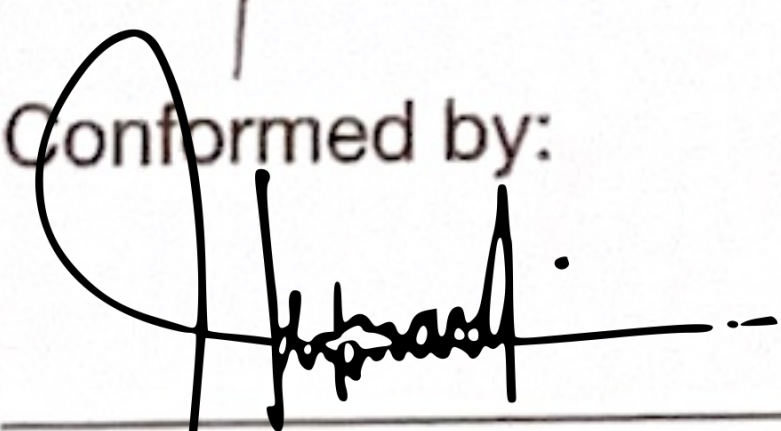
Checked by:


  
Paula Nessa Mirafior  
Assistant Training Manager

Noted By:

  
Ruther Sandico  
Executive Sous Chef

Conformed by:

  
Axille Jakosalem  
Marketing Manager

  
Patricia Corpuz  
Supply Chain Manager

  
Garry De Guia  
Executive Chef

**THIS MEMO AND ITS ATTACHMENTS ARE FOR THE EYES OF  
THE ABACA GROUP EMPLOYEES ONLY**



Approved by:

Patrick Corpuz  
Managing Director

Alex Cabalda  
Finance Controller

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**THE ABACÁ GROUP**