



EVB GROUP OF COMPANIES

"It's not just a business, it's a commitment"

Blk.3 Lot 9&10 GC Berberabe Subd. Pallocan Silangan Batangas

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Date : **November 7, 2023**

Place : **Administrative Office**

Time Started/End : **10:00 am-12:05 pm**

This letter is intended to inform your good office regarding the minutes of our recent meeting, and we discussed the upcoming events listed below which were the said plans for approval of the top management.

ATTENDEES:

1. Ms. Ma. Sheryll A. Macatangay
2. Ms. Mara A. Cura
3. Ms. Karen C. Alea
4. Ms. Gay T. Salud
5. Ms. Mariel De Chavez
6. Ms. Frances Ann Dinglasan
7. Ms. Evelyn Agno
8. Mr. John Raven Galicia
9. Ms. Liezel Panaguiton
10. Ms. Lorna Blanco
11. Ms. Jovelyn Sandoval
12. Ms. Kathleen Capili
13. Ms. Cristine Bañez
14. Ms. Mary Ann De Chavez
15. Mr. Terence Perez
16. Mr. Laurence Umali

AGENDA'S

• OPERATIONAL PLANNING

• DATE:

- ✓ November 16, 2023
- ✓ November 18, 2023

• VENUE:

- ✓ Ka Sebbya Restaurant
- ✓ Club Yolanda

• REPORTING

- ✓ Must have the comparison of the old operation versus the new strategies that must be executed in the future.
- ✓ Additional strategies must be considered to improve the team, department, and branch.
- ✓ Must have target Quota/should have new quota/sales- c/o Marketing
- ✓ Preparation on due dates. Must check the manpower to have a division of labor
- ✓ Commission Scheme- must need to update

• DEPARTMENTAL MEETING

- ✓ All Leaders must prepare a letter regarding this matter including:
 - Budget
 - Activities (Situational Scenarios)
 - Games
 - Plans
 - Attendees
 - Venue

✓ Proposed Plan

▪ LICENSING

Including:

- Printing (Chester De Chavez)
- SEC

▪ **FINANCE**

Including:

- Printing (Jeselle Camongol)
- Stronghold (Jovelyn Sandoval)

▪ **DISBURSING**

Including:

- Printing (Ellen Dimaano)
- Bills (Karen Abaya)

▪ **ACCOUNTING**

Including:

- SEC

✚ Mayors Permit Renewal

- ✓ IICS (CSR) must call all the clients about the processing of renewal
- ✓ Documentation- need to prepare the list of clients with confirmation of the IICS, then forward to Finance for approval. The preparation of the clients' documentation must start as soon as the Finance department gives its approval.

• **CHRISTMAS PARTY**

• **DATE:**

- ✓ December 21, 2023
- ✓ If December 8, 2023 can offset to December 22, 2023.

• **TIME**

- ✓ 4:00pm onwards (Morning should be preparation)

• **WHERE**

- ✓ Basaysay Niga
- ✓ Ginazel
- ✓ Club Yolanda

• **THEME/OUTFIT**

- ✓ Evening Gown
- ✓ Retro Gown
- ✓ UN
- ✓ Modern Filipiña

• **ACTIVITIES**

- ✓ **From BLB Suggestion:**
 - Since mag-iiba po ng judge, baka po pwede ang judge ay yung client/s na may malalaking masosolicit. Tapos example po ay si Sir Sanibel, Kim Lester ang naggift, may award po na "Ms./ Mr. Sweetclair Patisseries" para kahit hindi po mabigyan gift ang client ay nakakain naman po at naging part ng Christmas party.

Sana din daw po ay may mga minor awards. 😊

• **RAFFLE**

- ✓ Leave with Pay

• **JUDGES**

- ✓ Plan to have other judges

• **EXCHANGE GIFT**

- ✓ P 600.00 with receipt
- ✓ Wishlist
- ✓ No Cash

• **USHERETTE**

- ✓ Must have a representative per Department and Branch

- **COMMITTEE**
 - ✓ GIFTS
 - Ms. Cristine Bañez
 - Ms. Kathleen Capili
 - Ms. Lorna Blanco
 - Mr. Laurence Umali
 - Mr. Reggie Barbin
 - Mr. R-jay Ortega
 - Mr. Jovert Ansay
 - ✓ SOLICITATION (December 15 onwards giving to clients)
 - All Finance Department
 - Marketing
 - Accounting
 - CSR
 - Licensing
 - Bookkeeping
 - ✓ Solicitation and Invitation Letter- c/o HR
 - ✓ Technical
 - Mr. Raven Galicia
 - Mr. Tim Reyes
 - Mr. Anthony Falcunit
 - Mr. John Paul Dilay
 - Mr. Lyniel Eje
- **PASTOR**
 - Pastor Boy
 - Brother EJ
 - Pastor Jeff
- **HOST**
 - Former host of the Anniversary
- **BEST ATTIRE**
- **AWARDING**
- **13TH MONTH**
 - ✓ December 18 or December 19, 2023
- **OTHER CONCERNS:**
 - **HR CONCERN:** SSS Contributions of employees- need to make a request letter regarding this. Actual/Minimum salary must be declared according to DOLE/SSS
 - **BLB CONCERN:** Mr. Symon's resignation and successor. Mr. Simeon Briones must be trained in the Licensing Department. And Mr. Bryann Perez will be the successor of Mr. Symon for the meantime
 - **TYB CONCERN:** Ms. Angelene's successor (need to talk to Mr. Ansay)
 - **SPP CONCERN:** Requesting to have additional manpower as Liaison
 - **BOA Accreditation-** c/o Madam

Thank you!



KAREN C. ALEA
HR Supervisor

Noted By:

MA. SHERYLL A. MACATANGAY
Operations Manager

Approved By:

EDNA O. VIÑAS
General Manager