

Date: September 11, 2023

To: Sales Team

From: Angela Monette T. Natividad
VP-Operations

Re: Schedule for Padala to the TLs

CC: HR, Mktg, MIS, Finance and SC

Greetings!

Practicing our values of frugality, TLs are allowed to carry the “Padala” from other departments during their area visits. With this, starting Sep 15, 2023, we are allowing the “Padala” to the TLs.

- One week before the MOR meeting Ma’am Sheila Sales Admin will communicate to other departments if there are things to send in other areas.
- Ma’am Sheila will list down the things to carry the TLs during area visits.
- Ma’am Sheila will collect all “padala” on or before the MOR meeting.
- 1 box with maximum weight of 5 kilos is allowed per TL for both land and air travel.
- Departments are recommended to combine their “padala” in 1 box.
- Ma’am Sheila will inform the TLs that there are things to send in their areas.

For your information and guidance. Thank you