

To: Sales Team

From: Marketing Department

Re: **Participation in the Dragon Dance event**

Date: January 17, 2023

Cc: CBB, SOM, ASH, TL, SIC, Audit, Acctg

Greetings from the Marketing Department!

We are pleased to inform you that we will be participating in this year's Dragon Dance as part of celebrating the Chinese New Year 2023 and as a commitment to support Sales team in developing positive relationships with our partnered mall leasing.

We will provide "Ang Pao" as requested by the mall during this activity. The budget for this will be taken from the Store's PCF. Please refer to the breakdown below:

Ang Pao Envelope	1pc @ Php10.00	=	Php 10.00
Dragon Dance	1pc @ Php300.00	=	<u>Php 300.00</u>
TOTAL			Php 310.00

This effort is specifically intended in supporting malls that host dragon dance events.

With this, the concerned store should attach the official receipt, a mall memorandum on the dragon dance and a note about the expense to the petty cash voucher, which will be forwarded to the Finance office as part of the replenishment process.

For the Finance team, we will send a different memo re approval on the Store use of PCF.

For any clarifications, you may contact M'Colleen Veloso from Marketing team at 0917-795-7460.

For your implementation and reference.

Thank you.



Darlyn D. Espiritu
Marketing Director