

To : **All Team Members in Zamboanga City**
From : Atty. Angelique ~~Margret~~ T. Natividad, HR Director
Re : Ukay-ukay for a cause
Date : December 7, 2021

This is to inform all Team Members that our ukay-ukay for a cause will take place on December 9 and 10, 2021 at the 5th floor Unicon Bldg, and you're invited if you are available on those dates. All proceeds go to the Paw Savers Animal Rescue Center, Zamboanga City.

Paw Savers Animal Rescue Center is a place which provides stray, abandoned and surrendered animals mostly dogs the necessary and appropriate care.

To make this fundraising activity our best one, below are the guidelines:

1. Honesty System will be implemented which means
 - a. No cashier to take your payments. Instead, a jar/dropbox will be provided at the venue.
 - b. No price tags on the items; buyer shall determine the price of the item to purchase according to what they feel is fair. A price guide will be placed on or near the items in case you have difficulty deciding how much to pay for a specific item.
 - c. No one shall know how much you pay for your purchased items but please remember that the amount you give is for a good cause relative to what you can afford and are willing to give.
2. Waiting line will be managed by the organizers to maintain physical distancing.
 - a. Team members will be grouped according to tenure. Please refer to the table below for your group assignment and schedule.

Tenure	Schedule
20 years and above	1:00 PM – 1:25PM
11 years - 19 years and 364 days	1:30 PM – 2:25 PM
6 years – 10 years and 364 days	2:30 PM – 3:25 PM
0 – 5 years and 364 days	3:30 PM – 4:30 PM

- b. Physical distancing must be practiced at all times in the waiting area and inside the ukay-ukay area.
 - c. Please provide your own alcohol or hand sanitizer.
 - d. Please log out of the biometric system before you proceed to the ukay venue for your time slot and log back in after you have made the selection.
3. There will be 2 sections of the ukay – 1 area for special items and 1 area for regular items.
4. For the special item section, Team Member will only be allowed to purchase one (1) item to give other Team Members an opportunity to buy during the first round. While for the regular item area, Team Members will be allowed to purchase a maximum of ten (10) items.
5. The first round will be done on December 9th. A second round will be done on December 10 for unsold items. We may extend the ukay-ukay if necessary.

Thank you in advance for your contribution. We hope to see you at our ukay-ukay!