



BANDAI WIREHARNES PHILIPPINES, INC.
Lot 2 First Industrial Township, Brgy. Pagaspas, Tanauan City, Batangas
(0917) 708-7572

MEMORANDUM

TO : BWPI EMPLOYEES, NOAH'S ARK, NATCORP EMPLOYEES, AND OJT'S
FROM : HUMAN RESOURCES
SUBJECT : **CHRISTMAS PARTY 2024**
DATE : 2024-11-18
BWPI NO. : HR-M-K002

Dear Colleagues,

Please be informed that we will be having our 2024 Christmas Party that will take place on 2024 December 21 Saturday from 8:00 a.m. to 3:00 p.m. to be held here in our plant.

There will be an individual and group game activities, we also have a live band and drinks so feel free to jam and party.

A. Invited

- BWPI Employees and Canteen Employees
- Noah's Ark and Natcorp Employees
- Student rendering on-the-job Training in the company
- Challengers' employee allocated in BWPI

B. Theme and Attire

- Hawaiian Theme
- Attire neat and stylish, not allowed provocative.

C. Registration and Contest

- Registration is from 8:00 am to 9:00 am ONLY.
- NO REGISTRATION NO RAFFLE.

Christmas Party Contest (Attached here is the Mechanics and Criteria)

- Christmas Carol
- Photobooth Contest
- Star of the Day
- Couple of the Day

- D. This is a company event hence attendance is voluntary, and the said date is also considered **NO WORK**.
- E. Employee who will bring a vehicle are advised to refrain from drinking alcoholic beverages during the said event.
- F. All employees who will attend the said event must;
- Still, follow the company rules and regulations.
 - Employees involved in damaging the service provider's equipment, tools, and other likes are liable for whatever monetary cost of damage.
 - Always observe CLEANLINESS.
 - Refrain from loitering during the program.
 - Participate in the Program.



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- G. HR will issue raffle stub to all attendees.
- H. Flow of the program will be posted once finalize.

I. Christmas Package

- Will distribute on December 20, 2024.

Thank you.

Prepared by:



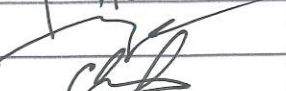
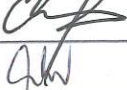





K. Moncayo
HR Sr. Staff

Noted by:


R. Laco
Admin / Accounting Manager

Approved by:


Miyamura
Vice President

Acknowledge By	Signature
ACCOUNTING	
ASSY	
ENGINEERING/FACILITY	
ESH	
IMPEX	
ISO/PURCHASING	
PPIC	
QC	



BWPI CHRISTMAS PARTY CONTEST

(Revised)

1. Christmas Carol

Mechanics:

- Acapella
- The Competition is open to all BWPI Employee
- The group must consist of 10 to 20 members
- The group may perform any Christmas songs or Medley
- The performance time is limited to 5 minutes.

Criteria for Judging:

- **Voice Quality (40%)**
 - Harmony, blending, intonation, breathing, projection, and pitch balance.
- **Musicality (20%)**
 - Interpretation, dynamics, style, execution, timing, and expression
- **Staging and Costume (15%)**
 - Choreography, floor pattern, stage balance and style
- **Audience Impact (15%)**
- **Overall Performance (10%)**
 - The ability to convey the joy and spirit of Christmas to the audience

Prizes:

- | | | |
|-----------------------------|---|--------|
| • Champion | – | 10,000 |
| • 1 st runner up | – | 7,000 |
| • 2 nd runner up | – | 5,000 |
| • 3 rd runner up | – | 3,000 |

Participant's

- Assembly 1
- Assembly 2
- Engineering/PPIC/Machine
- Quality

2. Photobooth Mechanics:

- All department of BWPI are eligible to participate in the contest.
- Creativity takes a photo using the available props (80% scrap)
- Theme for Photobooth is Christmas
- All department are welcome to make their photobooth inside BWPI premises (30 minutes before time out)
- Date display December 20, 2024

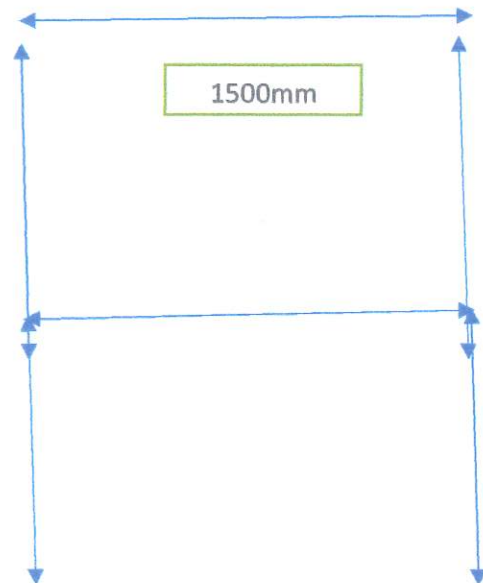
Note: Department who see making photobooth beyond working hours will deduct minus **10 points** on final judgement.

- Below is the size of Photobooth
 - Width – 1500mm
 - Height – 1900mm

Photobooth Criteria:

- | | | |
|-----------------------------|---|-----|
| • Booth Design | - | 40% |
| • Originality | - | 30% |
| • Appearance & Presentation | - | 20% |
| • Relevance to the Theme | - | 10% |

1900mm



Prizes:

- | | | |
|-----------------------------|---|----------------------|
| • Champion | - | 5,000 |
| • 1 st runner up | - | 3,000 |
| • 2 nd runner up | - | 2,000 |
| • Consolation | - | 3,000 (1k each team) |

Participant's

- Assembly 1
- Assembly 2
- Quality
- Engineering/Machine
- PPIC
- Admin



3. Couple of the Day

Mechanics:

- Candidate must be both BWPI Employees
- Any couple genders are allowed to join
- Need to send the best picture as couple to the HR on December 10, 2024
- Deadline of sending of participants November 30, 2024

Criteria for judging:

- | | | |
|--------------------------|---|-----|
| • Best picture as couple | - | 30% |
| • Best in Walk | - | 50% |
| • Best in Attire | - | 20% |

Prize:

- TBA by Mr. Miyamura
- Winner (VP's choice)

4. Star of the Day

Mechanics:

- Best in Attire based on theme
- Male & Female

Prize:

- | | | |
|----------|---|-------|
| • Male | - | 3,000 |
| • Female | - | 3,000 |

Prepared by:
Gerald Banan

Checked by:
Krizalyn Moncayo