

		<b>Quality Management System</b>		<b>MEMORANDUM</b>	
To:	HR Managers, Factory Managers and Finance Department	Doc. No/Rev.	MEM-HRCM-014/05		
From:	Human Resource & Compliance Management Division	Effectivity Date:	July 16, 2017		
Date:	July 08, 2017	Review Date:	July 08, 2017		
Subject	Expense Budget for Company-Initiated Activities, Programs and Meetings including Free Clinic, Sportsfest, Fun Run, ERT Competition and Others	Page No.	Page 1 of 6		

In order to have uniform control and facilitation of expenses in the conduct of company-initiated activities, programs and meetings, the following shall be observed:

ACTIVITIES/PROGRAMS	AMOUNT	TOTAL AMOUNT	PARTICIPANTS FROM SCI	REQUESTING PARTY	APPROVING PARTY
<b>COMMUNITY OUTREACH PROGRAM</b>	P10,000.00/activity for all facility & driver to be paid OT also inclusive of seedlings	P70, 000.00	open	Compliance Manager	HRCM Manager, Senior Manager
1. Tree Planting (semi-annual) 2. Mangrove Planting (semi-annual) 3. Shoreline Clean-up (annual)	P50, 000.00			(from HRCM special budget)	
4. Outreach Program >for the elderly (annual) >Adopt-a –Barangay/Community >Abandoned Children	P20,000.00 annually/activity				
<b>CELEBRATIONS</b>					
>Fiesta Activity	>P5.00/head per headcount/fty > P5,000.00 for FIT,FG,CWH,CPRD,CW2	P3500 + (P5.00/head x total #. of headcount)	open		Factory Manager (1,2 and 3)/Senior Manager (Supporting Group)
> Factory Anniversary	> P5.00/head per headcount/fty > P5,000.00 for FIT,FG,CWH,CPRD,CW2  (Note: CW2 physically working in VTX, GMM will be under VTX,GMM)	P13, 500.00/ FIT,FG,CWH,CPRD			
>Valentine	>P3,500.00 /fty/activity			(from factory budget)	

<b>MEMORANDUM</b>	Doc. No./Rev.: MEM-HRCM-014/05	Effectivity Date: July 16, 2017	Page 2 of 6
-------------------	-----------------------------------	------------------------------------	-------------

>New Factory Blessing	>P20,000.00/fty.			from factory budget)	Factory Manager (1,2 and 3)/Senior Manager (Supporting Group)
<b>FIRST AID TRAINING (annual)</b>					
>Registration Fee per participant	> P1,200.00/head	Based on the number of participants X P1, 200.00	open	HR Manager (from factory budget)	Factory Manager (1, 2 and 3), HRCM Manager & Senior Manager
>Meals for speaker/trainer	>P300.00/speaker(2 snacks/1 lunch)	P600.00			
>Meals for participants	>Free Meal				
<b>FIRE DRILL (quarterly)</b>					
>Honorarium for Lapu-lapu Fire Dept. Personnel	> P500/each (maximum of 4)	Php 2,000.00	open	HR Manager (from factory budget)	Factory Manager (1,2 and 3)/Manager (Supporting Group) , Senior Manager
>Snacks for MEZSSCI Observers	P50.00 per head	Based on the number of observers			
<b>AWARDING &amp; RECOGNITION</b>					
>ISO/OHSAS Certification (annual)	P100.00/ head	Php 100.00	open	HRCM Manager	Senior Manager
>LGU award (annual)	No fix budget				
<b>ACADEMIC EXCELLENCE</b>					
>Snack	> P50.00 /per child	Php 50.00	open	HR Manager.HR Supervisor	Factory Manager (1, 2 and 3) / Manager(Supporting Group), Senior Manager
<b>MASS (per month)</b>					
>Covers anniversaries, fiestas, Christmas program & monthly mass					
> lunch of priest	>P200.00 per priest	P 14,400.00/fty	n/a	HR Manager/HR Supervisor (from factory budget)	Factory Manager (1, 2 and 3) Manager(Supporting Group)/ Senior Manager
>stipend for priest	>P1,000.00 per activity/facility		n/a		

Master hard copy with original signature. This document is uncontrolled if printed



<b>MEMORANDUM</b>	Doc. No./Rev.: MEM-HRCM-014/05	Effectivity Date: July 16, 2017	Page 3 of 6
-------------------	-----------------------------------	------------------------------------	-------------

>SCI vehicle to pick-up and bring back the priest					
<b>FIRE BRIGADE TRAINING (annual)</b>	>P 5,000.00/day x 2 days =P10,000.00 (1,000.00/speaker, maximum of 30 participants >P300.00/speaker(2 snacks/1 lunch) >1 t-shirt each every December >Meals for participants >Free Meal	P 11,300.00/fty	30 each factory while total of 30 for CWH, FG, CPRD & FIT	HR Manager (from factory budget)	Factory Manager (1, 2 and 3) & HRCM Manager, Senior Manager
<b>SPORTSFEST</b>	Special Budget based on 2016	P 538, 360.00)	n/a		
>Budget for Snack for players/participants					
>Chess	>P15.00/player/game		4/ per M	Compliance Manager	HRCM Manager, Senior Manager
> Football (both women and men)	> P15.00/player/game		20/M		
> Table Tennis (both women, men and mixed)	> P15.00/player/game		8/M	HR Manager (from factory budget)	Factory Manager (1, 2 and 3) /Manager(Supporting Group), Senior Manager
> Badminton (both women, men, and mixed)	> P15.00/player/game		10/M		
> Volleyball (both women and men)	> P15.00/player/game		20/M		
> Basketball	P15.00/player/game		20/M		
> Budget for Cheerleaders and Mr. and Ms. Sportsfest	P6000.00		30 cheerleaders, 1 Mr. Sportsfest, 1 Ms. Sportsfest	HR Manager (from factory budget)	Factory Manager (1, 2 and 3) /Manager(Supporting Group), Senior Manager
> Budget for Cheerdance Choreographer	P4000.00		Open		
<b>FREE CLINIC (ANNUAL)</b>	Special Budget	P 1,700, 000.00	Open	Compliance Manager	Factory Manager (1, 2 and 3),HRCM Manager, Senior Manager

Master hard copy with original signature. This document is uncontrolled if printed

<b>MEMORANDUM</b>	Doc. No./Rev.: MEM-HRCM-014/05	Effectivity Date: July 16, 2017	Page 4 of 6
-------------------	-----------------------------------	------------------------------------	-------------

<b>Emergency Response Team (ERT) COMPETITION (annual)</b>  > Budget for Inter SCI Competition for lunch/snack during actual event including for 10 committee members  > Budget for Inter-Mepz Competition Registration Fee  > Budget for Snack of Participants in Inter-Mepz Competition  > Budget for lunch of Participants in Inter-Mepz Competition	P60.00/participant/factory  Based on the required amount stated in the rules and guidelines of the competition  P50.00/participant/factory  P100.00/participant/factory	Php 40, 000.00	Based on the required number stated in the rules and guidelines of the competition with additional 5 Committee members	HR Manager (from factory budget)	Factory Manager (1, 2 and 3),HRCM Manager, Senior Manager
<b>MEPZ-HRA (annual)</b>  > Budget for snack and/lunch /opening/uniform/registration and others	Based on 2016 budget + budget for women basketball (new event)	P 234, 200.00)	Based on the required number stated in the rules and guidelines of the competition with additional Committee members	CCTA Manager	Factory Manager (1, 2 and 3),HRCM Manager, Senior Manager
<b>LAPU-LAPU SPORTS LEAGUE</b>  > Budget for snack and/lunch /opening/uniform/registration and others	Based on 2016 budget	P 140, 625.00)	Based on the required number stated in the rules and guidelines of the competition with additional Committee members	CCTA Manager	HRCM Manager, Senior Manager
<b>GASA and ALF</b>  > Budget	Special Budget	no fix	Open	Concerned Department Manager	Factory Manager (1, 2 and 3),HRCM

Master hard copy with original signature. This document is uncontrolled if printed



<b>MEMORANDUM</b>	Doc. No./Rev.: MEM-HRCM-014/05	Effectivity Date: July 16, 2017	Page 5 of 6
-------------------	-----------------------------------	------------------------------------	-------------

					Manager, Senior Manager
OTHER THIRD PARTY FACILITATED TRAINING (e.g. Internal Audit Training)					
> Meals for speaker	P600.00 for 2 snacks and lunch/speaker/day			Concerned Department Manager	Factory Manager (1, 2 and 3), HRCM Manager, Senior Manager
> Token for speaker	>P500.00				
<b>LOYALTY AWARDING</b>					Factory Manager (1, 2 and 3) /Manager(Supporting Group), Senior Manager
> Token for 10	> plaque + overruns = P 500.00			HR Manager (from factory budget)	
> Token for 15 years	> plaque + overruns = P 800.00				
> Token for 20 years	> Management Decision				
> Token for 25 years	> Management Decision				
> Token for 30 years	> Management Decision				

**Note:** Factory cannot advance the awarding of each employee subject for loyalty award. It should be the same for the whole year.

For Uniform and other matter of each activity, the following guidelines must be followed:

- For Free Clinic:
  - One (1) piece upper uniform which shall be sewn in the factories or Training Center shall be provided to all volunteers (maximum of 150) including company doctors/dentists as may be determined and approved by HRCM Manager.
  - Bringing out of the uniforms outside SCI facilities shall be recorded and reflected in the guard's logbook and transfer slip.
  - Said uniforms can be worn during wash days except if said uniforms are sleeveless.
- For Sportsfest
  - Uniforms should only be limited to one upper and one shorts per player.
  - A player is only entitled to participate in one event except if he/she is a member of the cheer dance team
  - Logo's of buyers are not allowed to be printed or embroidered in the uniform.
  - Cheer dance Team should only be composed of 30 participants and must only have one set (upper & lower) uniform without buyers' logo.
  - Each facility may provide 1 piece upper uniform (with sleeve or without sleeve) to each Committee members which shall be sewn in their respective factories or Training Center. A maximum total of 35 Committee Members shall be allowed per factory/facility as well as the central Sportsfest Committee
  - Bringing out of the uniforms outside SCI facilities shall be recorded and reflected in the guard's logbook and transfer slip.
  - Said uniforms can be worn during wash days except if said uniforms are sleeveless.
- For Company Anniversaries and Valentines
  - Anniversary uniforms and valentine uniforms to be sewn in SCI facilities are strictly prohibited. However, employees may voluntarily spend their personal funds for their own

Master hard copy with original signature. This document is uncontrolled if printed

<b>MEMORANDUM</b>	Doc. No./Rev.: MEM-HRCM-014/05	Effectivity Date: July 16, 2017	Page 6 of 6
-------------------	-----------------------------------	------------------------------------	-------------

anniversary and valentine uniforms as practiced by some facilities which may be allowed to be worn during wash days.

➤ For ERT Inter SCI Competition

- ERT uniforms shall only be limited to players/participants. One set only (One 1 Top and one 1 bottom).
- Working committee will be limited to ten (10) members only. One T-shirt only.

➤ For ERT Inter MEPZ Competition

- Uniforms to be used will be that of the Inter SCI Competition

➤ For GASA and ALF

- Uniforms may be sewn in SCI facilities as may be determined and approved by the Factory Manager (Manufacturing 1, 2, and 3).

Necessary standard requisition forms should be filled out by requesting party and duly signed by the approving party.

HR Managers, Factory Managers, Senior Managers and Accounting Department shall be responsible in running the smooth implementation of this memorandum.

For your information and guidance

**AMELITA FARO**

Compliance Manager

Approved by:

*7/8/2017*  
**VICKIE ROSE ORPILLA**  
Human Resource and Compliance  
Management Manager

**MIRROON LIN**  
Factory Manager

*7/10/17*  
**CANDO YEH**  
Asst. Finance Manager

**BRUCE SANG**  
F/T Manager

*5/11/2017*  
**SADIE YEH**  
Factory Manager

**ANNIE SY**  
Finance Manager

*7/11/2017*  
**VINCENT LEE**  
Sample Room Manager

**NICK HSIEH**  
Factory Manager

Master hard copy with original signature. This document is uncontrolled if printed