TOP EVER MARINE MANAGEMENT PHILIPPINE CORPORATION
512 Gen Hizon., St., Bangkal, Makati City, Philippines 1233

Admin Memo 2025-002 3 January 2025

Re: Cadet Accommodation

To: All Cadet Officers

Due to recent reports of mis-use of Cadet Accommodation, the following guidelines are effective immediately:
a) The Cadet Accommodation shall only be used by Stay-In Administrative Cadets
b) The Cadet Accommodation shall be closed during 8 am to 5 pm on weekdays and 8 am to 2 pm on Saturdays
c) The Security Guard shall be tasked to lock the Cadet Accommodation during the above mentioned hours.

Please be guided.

Thank you.

Brgds,

Archie Orbeta
President