Valerie

From: Top Ever Marine Mngt Phil Corp <temmphil@topeverphil.com.ph>
Sent: Thursday, 10 April 2025 12:20 pm
To: Top Ever Marine Mngt Phil Corp
Subject: 0410-ARC-6-Admin Memo no.10 - Re: Admin Memo. 10 - Program Flow for Training / Seminar

To: All Staff,

cc: Technical / Admin / HR

Re: Admin Memo. 10 - Program Flow for Training / Seminar

To standardize our training / seminar activities, whether it's online or face to face.
The following are the standard on the flow of program:
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Pre-Event Media (to build up anticipation to the event)
Online Code of Conduct
Feedback Mechanism
Company Profile
Prayer
National Anthem
Program Proper
Open Forum (Q&A)
Feedback
===
Note:
1) Arrange a feedback for questions in real time
2) Take action photos for our perusal
3) for the Pre-Event Media, kindly consult with IT for the sample

Please be guided.

Thank you.

Brgds,
Archie Orbeta
Top Ever