

INTER-OFFICE MEMORANDUM

TO : BUs, Division and Department Heads	FROM : Corporate Governance & QMS Department
Designation : All	Designation : Corp. Gov. & QMS Manager
	Department : Legal Division
CC : OCEO	Ref No. : EHI-LCG-2024-04-002
Subject : Meeting Calendar for the Year 2024	Date : June 07, 2024

According to the manner in which the meetings are conducted, this office will issue the **Meeting Calendar for the Year 2024**, which includes time, frequency, and meeting venue of the different types of meetings that Elev8 Group has. As shown in the tables below, thus ensuring everyone is informed and prepared for the meeting according to its schedules.

Annual Stockholders Meeting

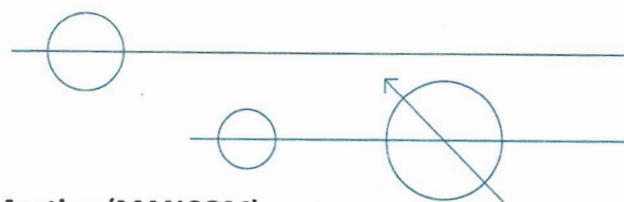
BU/Company Division	Meeting Venue	Frequency	Time
Elev8 Holdings, Inc.	PH Boardroom	Every 1 st Friday of April	10:00 am to 3:00 pm
Elev8 Media Inc.	PH Boardroom		3:00 pm to 5:30 pm
Elev8 Foundation Inc.	PH Boardroom	Every 4 th Friday of April	1:30 to 4:30 pm
Elev8 Solar Energy Inc.	PH Boardroom	Every last Friday of April	10:00 am to 3:00 pm
Elev8 Trading and Marketing Corporation	PH Boardroom	Every 30 th of April of each year	10:00 am to 12:00 pm
Visual Media Inc.	PH Boardroom		1:00 pm to 3:00 pm
CMMC	PH Boardroom		3:00 pm to 5:30 pm
HHI	PH Boardroom	Every 20 th of May	1:30 to 4:30 pm

Board of Directors Meeting

BU/Company Division	Meeting Venue	Frequency	Time
Elev8 Holdings, Inc.	PH Boardroom	Every 4 th Thursday of the month	1:30 to 5:30 pm
Elev8 Media Inc.			
Elev8 Trading and Marketing Corporation			
Hodreal Holdings, Inc.	PH Boardroom	Every 4 th Friday of the month	10:00 am to 1:00 pm
Visual Media Inc.	PH Boardroom	Every 4 th Friday of the month	2:30 pm to 5:30 pm

Executive Committee (EXECOM) Meeting

BU/Company Division	Meeting Venue	Frequency	Time
Elev8 Group EXECOM Meeting	PH Boardroom	Every 3 rd Thursday and Friday of the month	10:00 am to 5:30 pm



Management Committee and Divisions Meeting (MANCOM)

BU/Company/Division	Meeting Venue	Frequency	Time
Corp. Operations Division	PH Boardroom	Every 1 st Tuesday of the month	9:00 am to 12:00 pm
Human Resources Division	PH Boardroom	Every 1 st Wednesday of the month	9:00 am to 12:00 pm
Legal Division	PH Boardroom	Every 1 st Thursday of the month	9:00 am to 12:00 pm
Finance Division	PH Boardroom	Every 1 st Friday of the month	9:00 am to 5:30 pm
Hodreal Holdings, Inc. Elev8 Foundation Inc.	PH Boardroom	Every 2 nd Tuesday of the month	1:30 to 4:30 pm
Elev8 Trading and Marketing Corporation	PH Boardroom	Every 2 nd Wednesday of the month	9:00 am to 5:30 pm
Elev8 Media Inc.	PH Boardroom	Every 2 nd Thursday of the month	3:00 pm to 5:30 pm
Visual Media Inc.	PH Boardroom	Every 2 nd Friday of the month	9:00 pm to 12:00 pm
Elev8 Holdings, Inc. Corporate Governance & Internal Audit	PH Boardroom	Every 3 rd Tuesday of the month	2:30 pm to 5:30 pm

Departmental Meeting

BU/Company/Division	Meeting Venue	Frequency	Time
All Departments in Elev8 Group	Any available boardrooms	Monthly	Minimum of three (3) hours

Weekly Meetings

BU/Company/Division	Meeting Venue	Frequency	Time
All Departments in Elev8 Group	Any available boardrooms	Once a week	Minimum of one (1) hour

Schedule changes, postponements, and movements without prior notice are **not permitted** unless approved by the meeting's chairman or chairperson and shall be supported by a valid reason.

All designated Secretariats must submit the approved agenda, action items, minutes of the meeting, and signed attendance as of this date onwards except for weekly meetings. This will ensure proper documentation, keep track of completed or closed deliverables, agenda is being followed, and for future reference.

This memo will be put into effect immediately.

For your strict compliance.

Prepared by:


Mona Eliza C. Simangan
 Corp. Gov. & QMS Manager


Approved by:


Joseph M. Hodreal, Jr.
 President & CEO



Informed & Consulted:

Atty. Carlota N. Villaroman
Executive Secretary to the Chairman/
Legal Division – OIC, Head



Francis R. Alba
Internal Audit Manager

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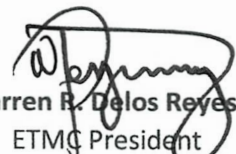
BUs and Division Heads:



Myra B. De Asis
CFO



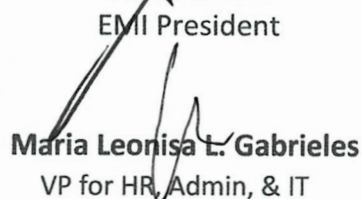
Alwin R. Galura
EMI President



Warren R. Delos Reyes II
ETMC President



Jhane A. Teoxon
Comptroller



Maria Leonisa L. Gabrieles
VP for HR, Admin, & IT



Ferdinand O. Tan
EMI Bus. Dev. Director

Department Heads:

Steven Nathaniel D. Naguit
Treasury & Investment Asst. Manager



Andrea P. Chua
Accounting Manager (EMI/VMI)



Ferdinand C. Hizon
Jr. HR Manager

Dionisio B. Demoral Jr.
IT Manager

Oswald Labro
Senior Operations Manager

Patricia Camille F. Martin
Asst. Operations Manager-OIC




Fimaliza B. Bartolome
BQM /Credit & Collection Asst. Manager



Jose Roland M. Paulma
Tax Manager

Mel D. Tosco
Admin Manager



Jason Nio M. De Leon
Bus. Dev. Manager

Maurez Joy U. Bauzon
Senior Sales Manager

Jennifer G. Rodriguez
Supply Chain Manager

Designated Secretariats:

Annadyll R. Cesar

VMI



Angela Kate N. Pacho
EMI



Catherine B. Estera

HHI/EFI



Francesca E. Atayde

EH



Stephanie C. Muñoz

EH/- Finance and HRD