Valerie

From: Top Ever Marine Mngt Phil Corp <temmphil@topeverphil.com.ph>
Sent: Saturday, 17 May 2025 9:29 pm
To: Top Ever Marine Mngt Phil Corp
Subject: 0517-ARC-09-Admin Memo no. 14 - Crew In House Training

Dear Mr. Alex
Ms. Des

Re: Crew In House Training

Good day!

Please find items we have discussed during our recent meeting:
(1) Consult our network for the PMMA Cadet Cost - we may consider proposing to the Ship Manager to increase our officer pool.
(2) Attendees of In-house: advise to have a notebook and provide Literature (soft copy) for their review.
(3) Ensure to have a Diplomatic Audience with management officers, Send literature to them in advance. If possible, 2 days before dispatch, if the crew is not in Manila, we can consider via zoom, check with Calendar in Dashboard for dispatch schedule.
(4) Accomplish KPM weekly - as this also reflects the level of planning in accomplishing our tasks. As I mentioned, KPMs are a means to measure our movement and allow us to decide whether to change strategy if needed.

Thank you.

Brgds,
Archie Orbeta
Top Ever