

INTER-OFFICE MEMO

FROM : PROCESS CENTER OFFICE

SUBJECT : ASP HANDLER RE-ASSIGNMENT
OPERATION'S OFFICE ONLY

REF. NO. : SVC-000-25-01-001

DATE : JANUARY 6, 2024

CC : FILE/ DC/ SVC. ACCOUNTING / OP / ASP

Effective today, January 6, 2024

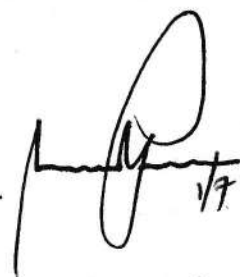
Kindly see table below for the new ASP assignment of ASP Job Coordinators - Field Relay Service:

ASP Company Name	City	Province	ASP Job Coordinator (Field Relay)
Mt. Sinai Refrigeration & Airconditioning Services	Batangas City	Batangas	Archie Artiga
Denlin Airconditioning Services	Batangas City	Batangas	Archie Artiga
Cold Avenue Trading and Airconditioning Services	Batangas City	Batangas	Archie Artiga
Nitzdavid Aircon Services Inc.	Batangas City	Batangas	Archie Artiga
MBJ Airconditioning Services	Lemery	Batangas	Archie Artiga
Air Breeze Airconditioning and Refrigeration Services	Tanauan	Batangas	Archie Artiga
Winter Cool Ref and Aircon Services and Trading	Malolos	Bulacan	Archie Artiga
Barmen Ref. Shop	Malolos	Bulacan	Archie Artiga
King's Aire Ref and Aircon Services	Pulilan	Bulacan	Archie Artiga
JAAES Airconditioning Services	Santa Maria	Bulacan	Archie Artiga
Maple Airconditioning Services	Bacoor City	Cavite	Archie Artiga
Enviro Air Systems Refrigeration and Airconditioning	Cavite City	Cavite	Archie Artiga
Air Master Refrigeration and Airconditioning Services	Dasmariñas City	Cavite	Archie Artiga
Dretre Trading and Aircon Services	Dasmariñas City	Cavite	Archie Artiga
Rollie T. Bueno Airconditioning & Refrigeration Center	Dasmariñas City	Cavite	Archie Artiga
Southwind Refrigeration and Airconditioning Services	Dasmariñas City	Cavite	Archie Artiga
Surecool Aircon and Refrigeration Services	General Trias	Cavite	Archie Artiga
Ecoleon Corporation	General Trias	Cavite	Archie Artiga
FRJ Airconditioning Trading (formerly Crystal Aire)	General Trias	Cavite	Archie Artiga
Escool Airconditioning Services	GMA	Cavite	Archie Artiga
DML Refrigeration and Airconditioning Services	Imus	Cavite	Archie Artiga



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T. M. Luzon Engineering Sales and Services Company	Imus	Cavite	Archie Artiga
LDT6 Refrigeration and Airconditioning Services	Imus	Cavite	Archie Artiga
On-Cool Airconditioning Services	Imus	Cavite	Archie Artiga
Cooling Instinct Airconditioning Services	Imus	Cavite	Archie Artiga
Aracool Refrigeration and Airconditioning Services	Kawit	Cavite	Archie Artiga
Servpro Consolidated Incorporated	Naic	Cavite	Archie Artiga
DTS Trading and Ref / Aircon Services	Noveleta	Cavite	Archie Artiga
G.J.C. Refrigeration & Airconditioning Services	Silang	Cavite	Archie Artiga
APM11 Refrigeration and Airconditioning Services	Tanza	Cavite	Archie Artiga
Icool Ref and Aircon Repair Shop	Trece Martires	Cavite	Archie Artiga
Asast Refrigeration and Airconditioning Service and Ma	Biñan	Laguna	Archie Artiga
Powertech Refrigeration Airconditioning and Industrial S	Calamba	Laguna	Archie Artiga
Cenila Electrical Services and Enterprises	Calamba	Laguna	Archie Artiga
Airkohfrigus Refrigeration and Airconditioning Services	Calamba	Laguna	Archie Artiga
White Frost Refrigeration Sales and Repair	Calamba	Laguna	Archie Artiga
Grey Seven Industrial Airconditioning Supplies and Servi	San Pablo	Laguna	Archie Artiga
Klein & Justin Airconditioning	Sta. Cruz	Laguna	Archie Artiga
Mharlen C. Nequinto Trading	Sta. Cruz	Laguna	Archie Artiga
RCC Refrigeration and Airconditioning Services	Sta. Rosa	Laguna	Archie Artiga
RB Home Appliance Service and Airconditioning	Las Piñas City	Metro Manila	Archie Artiga
RJD Aircon Repair Shop	Las Piñas City	Metro Manila	Archie Artiga
Aldaya Refrigeration and Aircon Services	Las Piñas City	Metro Manila	Archie Artiga
Air-N-Cool Airconditioning Services	Las Piñas City	Metro Manila	Archie Artiga
RLT Luxaire Aircon System	Las Piñas City	Metro Manila	Archie Artiga
M.E.R.C Aircon Services	Las Piñas City	Metro Manila	Archie Artiga
ZGP Airconditioning and Refrigeration Repair Services	Muntinlupa City	Metro Manila	Archie Artiga
PAR Airconditioning System Services	Muntinlupa City	Metro Manila	Archie Artiga
VRR Electronic Services	Muntinlupa City	Metro Manila	Archie Artiga
Abyr Israel Enterprises	Muntinlupa City	Metro Manila	Archie Artiga
Marison Aircon Services	Dolores	Quezon	Archie Artiga
Bountycool Enterprise	Lucena	Quezon	Archie Artiga
Cardenas Ref and Aircon Service Center	Lucena	Quezon	Archie Artiga
Oltek Refrigeration and Airconditioning	Legaspi	Albay	Marnille Norte
Rey-Son Repair Shop	Tabaco City	Albay	Marnille Norte
AI-Electro Aircon Service	Daet	Camarines Norte	Marnille Norte
GLT Ref and Aircon Services	Camaligan	Camarines Sur	Marnille Norte
Bentek Electronic Repair Shop	Canaman	Camarines Sur	Marnille Norte
JCAT Airconditioning Services	GOA	Camarines Sur	Marnille Norte
L & E Aircon Installation Services	Naga	Camarines Sur	Marnille Norte
Fun Idea Xtreme Electronics Service Center	Naga City	Camarines Sur	Marnille Norte
Bestra Aircon & Refrigeration Trading	Naga City	Camarines Sur	Marnille Norte



Coldzone Refrigeration and Airconditioning Services	Naga City	Camarines Sur	Marnille Norte
Alpine Opus Technologies Corporation	Makati City	Metro Manila	Marnille Norte
Ashcol Airconditioning Corporation	Makati City	Metro Manila	Marnille Norte
MAF Ref and Aircon Repair Shop	Malabon City	Metro Manila	Marnille Norte
AGD Aircon and Refrigeration Services	Malabon City	Metro Manila	Marnille Norte
Reyaire Ref and Aircon Services	Manila	Metro Manila	Marnille Norte
Top Premiere Enterprise	Manila	Metro Manila	Marnille Norte
Gnasit Airconditioning Services	Manila	Metro Manila	Marnille Norte
AirCare Airconditioning Services	Manila	Metro Manila	Marnille Norte
Save's Refrigeration & Airconditioning Center	Navotas City	Metro Manila	Marnille Norte
Reinan Ref and Aircon Services	Pasay City	Metro Manila	Marnille Norte
1st Quad Airconditioning Specialists Trading and Servi	Pasay City	Metro Manila	Marnille Norte
Estinor Airconditioning Services	Pasay City	Metro Manila	Marnille Norte
Carcillar Airconditioning and Refrigeration Services	Pasay City	Metro Manila	Marnille Norte
Adam Airconditioning Services	Parañaque City	Metro Manila	Marnille Norte
Merg-Aire Corporation (formerly Freshcool)	Parañaque City	Metro Manila	Marnille Norte
Purecool Airconditioning Services Inc.	Parañaque City	Metro Manila	Marnille Norte
RTD Aire System Aircon and Refrigeration Services	Parañaque City	Metro Manila	Marnille Norte
JNGJ Enterprises	Parañaque City	Metro Manila	Marnille Norte
NVFS Maintenance Aircon and Refrigeration System Tr	Parañaque City	Metro Manila	Marnille Norte
D'Greec Appliance Services	Taguig City	Metro Manila	Michael Gana
J4L Aircon Services	Taguig City	Metro Manila	Michael Gana
Santa Air Refrigeration and Airconditioning Services	Taguig City	Metro Manila	Michael Gana
RKH Airconditioning Services	Mandaluyong Cit	Metro Manila	Michael Gana
LJRM Trading and Interior Fitout Services	Marikina City	Metro Manila	Michael Gana
Love Electronics Services Inc.	Marikina City	Metro Manila	Michael Gana
Enthalphy Refrigeration and Airconditioning Services	Pasig City	Metro Manila	Michael Gana
Polaris Integrated Industries Inc.	Pasig City	Metro Manila	Michael Gana
Entropy Airconditioning Services	Pasig City	Metro Manila	Michael Gana
K42 Engineering Services	Pasig City	Metro Manila	Michael Gana
Sherpol Refrigeration and Airconditioning Services	Pateros	Metro Manila	Michael Gana
Airco Saver Aircon Service Center	Angono	Rizal	Michael Gana
Roy Engineering Trading and Services	Angono	Rizal	Michael Gana
RNM Refrigeration and Airconditioning Services	Antipolo	Rizal	Michael Gana
Alfatech Aircon and Ref Repair Services	Antipolo	Rizal	Michael Gana
J-Max Aircon and Refrigeration Services	Antipolo	Rizal	Michael Gana
King Aire Ref & Aircon Services	Antipolo	Rizal	Michael Gana
Cheratech Airconditioning Installation and Services	Antipolo	Rizal	Michael Gana
Bea Thermo Tech Services	Antipolo	Rizal	Michael Gana
Jerrico Refrigeration and Airconditioning Services	Binangonan	Rizal	Michael Gana
Cooltronics Service Center	Cainta	Rizal	Michael Gana



Sure Shot Service Corporation	Cainta	Rizal	Michael Gana
Sercon Airconditioning and Refrigeration Services	Cainta	Rizal	Michael Gana
Jeff Airconditioning Services	Cainta	Rizal	Michael Gana
MSM Ref and Aircon Parts and Service	Jala-Jala	Rizal	Michael Gana
JJR Appliances Service Center	Rodriguez	Rizal	Michael Gana
Eman And Nadeth Airconditioning Services	Taytay	Rizal	Michael Gana
(ASERCO) Affiliated Electronics Service Corporation	Pasig City	Metro Manila	Remylyn Combatir
Virac Aircon & Refrigeration Repair Services	Virac	Catanduanes	Remylyn Combatir
Min-Mar Service Center	Gasán	Marinduque	Remylyn Combatir
Polar Aire Refrigeration & Airconditioning	Mogpog	Marinduque	Remylyn Combatir
Dreamcool Enterprises	Caloocan City	Metro Manila	Remylyn Combatir
Godspeed Refrigeration and Airconditioning Services	Caloocan City	Metro Manila	Remylyn Combatir
JDL Electronics Service Center	Caloocan City	Metro Manila	Remylyn Combatir
LBR Airconditioning Services	Quezon City	Metro Manila	Remylyn Combatir
Tech-Care Electronics Service Center	Quezon City	Metro Manila	Remylyn Combatir
MJRC Airconditioning Services	Quezon City	Metro Manila	Remylyn Combatir
R. Acosta Enterprises	Quezon City	Metro Manila	Remylyn Combatir
Sentine Development Corporation	Quezon City	Metro Manila	Remylyn Combatir
WinterCrib Airconditioning Sales and Services Inc.	Quezon City	Metro Manila	Remylyn Combatir
RGL Airconditioning Services	Quezon City	Metro Manila	Remylyn Combatir
Araquel Ref and Aircon Appliance Service Company	Quezon City	Metro Manila	Remylyn Combatir
RPMA Airconditioning Installation Services	Quezon City	Metro Manila	Remylyn Combatir
Cooltrend Engineering and Industrial Services	Quezon City	Metro Manila	Remylyn Combatir
Kolcare Refrigeration and Airconditioning Company	Quezon City	Metro Manila	Remylyn Combatir
Ray and J's Enterprises	Quezon City	Metro Manila	Remylyn Combatir
Airepublic Aircon Installation Services	Quezon City	Metro Manila	Remylyn Combatir
Tronix Master Inc.	Quezon City	Metro Manila	Remylyn Combatir
HSB Refrigeration and Aircon Services	Quezon City	Metro Manila	Remylyn Combatir
WCA Business Ventures Inc.	Quezon City	Metro Manila	Remylyn Combatir
Aequus Enterprises	Quezon City	Metro Manila	Remylyn Combatir
Kengie Electro Mechanical Services	Valenzuela City	Metro Manila	Remylyn Combatir
K. Nar Refrigeration and Airconditioning Services	Calapan	Oriental Mindoro	Remylyn Combatir
Cylinder Enterprises	Calapan	Oriental Mindoro	Remylyn Combatir
Mega Calapan Refrigeration and Airconditioning Services	Calapan	Oriental Mindoro	Remylyn Combatir
VPR Marketing	Calapan	Oriental Mindoro	Remylyn Combatir
Tyche Airconditioning Services	Pinamalayan	Oriental Mindoro	Remylyn Combatir
LGP Refrigeration and Airconditioning Service Center	Pinamalayan	Oriental Mindoro	Remylyn Combatir
5JC Car Aircon Repair Shop and Supplies	Odiongan	Romblon	Remylyn Combatir
Romblon Refrigeration and Aircon Maintenance Services	San Agustin	Romblon	Remylyn Combatir



Highlights of re-assignment:

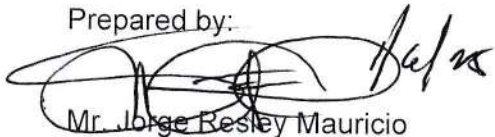
- Bulacan, Las Piñas and Muntinlupa will be transferred to Archie Artiga
- Provincial Islands such as Mindoro, Marinduque, Romblon, Catanduanes etc., will be transferred to Remylyn Combatir
- Parañaque and Bicol Region will be transferred to Marnille Norte
- Taguig will be transferred to Michael Gana

As usual, team name setting will be adjusted to Customer Service Management System that will serve as a guide of assigned ASP Coordinator with their respective job shadowing.

For your reference and guidance,

Thank you

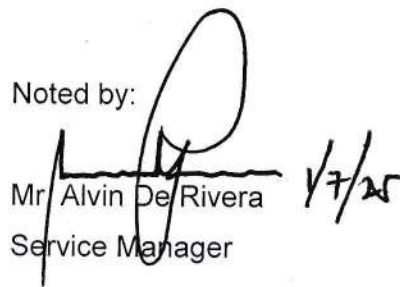
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