

FOR : MR. ALVIN DE RIVERA  
 SERVICE MANAGER  
 THRU : MR. RYAN SAUZA  
 SERVICE ASSISTANT SUPERVISOR BRANCH OPERATION  
 FROM : HELLY JANE BACULIO – BOA CDO  
 SUBJECT : FORMAL REPORT  
 DATE : NOVEMBER 21, 2025  
 REF : SVC – CDO – 25 – ~~12~~ - 012  
 CC : DC / FILE / AIS / SVC. ACCTNG.

Greetings!

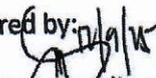
The undersigned would like to inform about the multiple superseded Issued Parts Transfer Request (PTR). To wit :

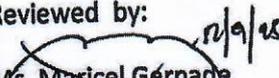
DATE	SUPERSEDED PTR	NEW PTR
6-13-2025	00000070	00000069

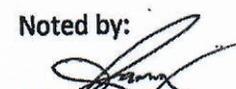
While processing the above documents, the system did not display complete prompts, the system loading delays caused Me to believe that the transactions had not been fully registered, leading me to continue with same transaction. As a result, the system automatically superseded the earlier entries when new related transactions were encoded.

To avoid similar issues in the future I should allow system to fully load before proceeding with transaction validation and ensure that all entries are reviewed before saving it.

Hoping for your kind consideration with this matter.

Prepared by:   
 Helly Jane Baculio  
 BOA-CDO

Reviewed by:   
 Ms. Maricel Gernade  
 BOO-CDO

Noted by:   
 Mr. Ryan Sauza  
 SVC. ASST. SUP-BO

Approved by:   
 Mr. Alvin De Rivera  
 SERVICE MANAGER