

TO: ALL EMPLOYEES
FROM: FINANCE DEPARTMENT – PAYROLL
SUBJECT: REPLACEMENT OF EXPIRING PAYROLL ATM CARDS
DATE: FEBRUARY 05, 2026
REF #: FIN-000-26-2-039
CC: FILE/DC/BULLETIN BOARD/ALL DEPARTMENTS

This memo serves to inform employees whose Payroll ATM Cards will expire soon that replacement cards will be processed to ensure continuous payroll crediting. Employees whose cards are due for expiration must submit the following requirements to the 3rd floor receiving area.

Required Documents

1. Scanned copy of the old Payroll ATM Card and Company ID combined in one file.
2. Duly accomplished Debit Card Request Form. See ff. pages for your reference and copy.
3. Photocopy of one (1) valid government-issued ID with three (3) specimen signatures.

To avoid delays in processing, please ensure all documents are complete and submitted on or before **February 11, 2026**.

Release of New Payroll ATM Cards

All concerned employees are required to be physically present on **February 24, 2026**, for the release of their new Payroll ATM Cards. Personal appearance is required for identity verification; therefore, representatives or authorization letters will not be accepted. Employees are required to change the PIN of their new ATM card the following day after receipt to ensure the security of their account.

Kindly check the expiration date indicated on your Payroll ATM Card and comply accordingly.

For any questions or assistance, you may contact the undersigned.

Thank you for your cooperation.

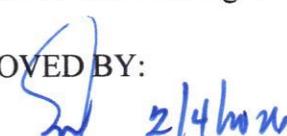
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