

To: All Concerned Department

From: PCO Department

Date: June 26, 2025

Reference: OOP-000-25-04-029

CC: Admin/ OP/ Marketing/ Finance

Subject: Request for Participation – Power Monitoring Guide Manual Survey

Greetings!

We are currently reviewing the Power Monitoring Guide Manual with the goal of making it more user-friendly and easier to understand for all users.

As part of this initiative, we will be conducting a manual usability survey. Selected participants from each department will be asked to follow the current manual's instructions to access the "**Energy Monitoring**" feature of the app. After testing, they will be asked to share their comments and suggestions based on their actual experience.

The feedback gathered will be used to revise and improve the manual for better clarity and usability.

In line with this, we kindly ask each department to confirm the participation and consent of their selected representatives.

Once the list of participants is finalized, the official schedule of the activity will be announced.

Thank you for your continued support and cooperation.

Prepared by:

 6/26/25

Bryan Jed O. Arcilla
Product Development Coordinator

Approved by:

 6/26/25
Engr. Mark Christian Solis
R&D Supervisor

Attendees:

Admin – 4 persons

1. Jojo Julve
2. Alex Migallos
3. Nelson
4. Noel Apolinario

Accounting – 3 persons

1. Fransico Nipes
2. Rodessa Manas
3. Danielle F. Salceda <i>for Willy</i>

Marketing – 3 person

1. John Caronan
2. Reinol Malazar
3. Kate Alarcon

PCO Department – 6 persons

1. Bryan Jed O. Arcilla
2. Mark Christian Solis
3. Dawn Allyn Lantajo
4. Herald Fernandez
5. Ronnie Ruiz
6. Angel Ornido