

TO : ALL EMPLOYEES  
FROM : HUMAN RESOURCE DEPARTMENT  
RE : AS STATED  
DATE : December 19, 2024  
REF# : HRD-SUP-24- B-050  
CC : DC/ file

---

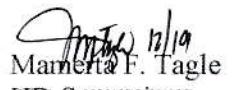
Please be informed that, effective immediately, employees with motor or car vehicles must park in the basement parking area first **before clocking in at the biometrics system**. This policy has been implemented to promote proper work discipline and address the practice of employees clocking in merely to meet the grace period, then using additional time in the basement to prepare themselves or engage in conversations with colleagues before proceeding to their workstations.

Parking in front of the building facade even for quick stops for the purpose of clocking in is strictly prohibited, as it causes obstructions and disrupts the flow of operations.

The guard on duty is instructed to strictly monitor and enforce compliance with this policy. Any failure to adhere will result in disciplinary action as outlined in the company's code of conduct.

Your adherence to this policy is essential in maintaining workplace efficiency, ensuring timely attendance, and promoting fairness to employees who commute to work.

Thank you for your cooperation.

  
Mamarita F. Tagle  
HR-Supervisor

Noted/Approved by:

  
Oliver M. Filoteo  
CEO