

TO : ALL CONCERNED EMPLOYEE
FROM : MIS
SUBJECT : DISABLING TAP CARD USAGE FOR BIOMETRIC LOGIN
DATE : JULY 2, 2024
REF : MIS-000-24-07-096
CC : DCO, FIN, SVC, HRD, SALES, ADMIN, AIS, CAV, OP, PCO, MRKTG

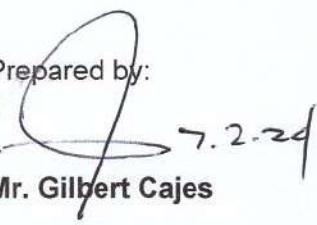
This memorandum informs all employees that tap cards for biometric login will be deactivated across our offices, including the Head Office, Cavite, and Service Centers. This decision follows a recent incident of unauthorized access through shared tap cards, compromising the security of our login system and the integrity of our attendance and payroll data.

As a result, the use of tap cards for biometric login will be disabled effective July 3, 2024. Starting tomorrow, all employees must use their registered fingerprints for biometric access.

We understand this change may require some adjustments, but maintaining a fair and secure work environment is our top priority. We appreciate your cooperation in ensuring the effectiveness of our access control measures.

For your information and coordination.

Prepared by:


Mr. Gilbert Cajes

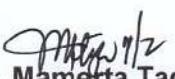
MIS Supervisor

Approved by:


Mr. Oliver Filoteo

COO / EVP

Noted by:


Ms. Mamerita Tagle

HR Supervisor