

TO : **ALL PERSONNEL**
FROM : **QUALITY MANAGEMENT REPRESENTATIVE**
SUBJECT : **DOCUMENT ALTERATION**
DATE : **23 MAY 2024**
REFERENCE : **QMR-000-24-05-05**

CC	:	<input type="checkbox"/> HRD	_____	<input type="checkbox"/> PRO	_____
		<input type="checkbox"/> ADM	_____	<input type="checkbox"/> WHS	_____
		<input type="checkbox"/> MIS	_____	<input type="checkbox"/> PWD	_____
		<input type="checkbox"/> FIN	_____	<input type="checkbox"/> ENG	_____
		<input type="checkbox"/> AIS	_____	<input type="checkbox"/> QC/QA	_____
		<input type="checkbox"/> SAL	_____	<input type="checkbox"/> DCO	_____
		<input type="checkbox"/> SVC	_____	<input type="checkbox"/> OP	_____
		<input type="checkbox"/> MKTG	_____		

This is to formally inform everyone that alterations to any documents, reports, records and other pertinent documents approved and released to its intended recipient(s) is/are strictly prohibited. Document alterations include erasures, additional markings, charring, indented writing and obliterations is/are forbidden since this destruct the original informational content of the records.

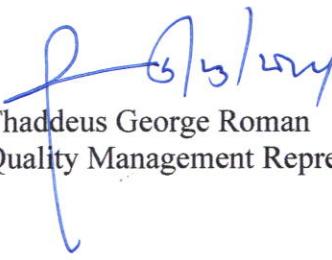
Document, reports, records and other pertinent documents alterations can invalidate contracts, change the meaning of a statement and may compromise legal proceedings. Alterations made can lead to disputes between parties involved as the original terms of the agreement may have been changed without proper consent.

In an instance that there's a call for alterations, the issuer shall inform his/her immediate superior for the necessity of document or record change. Issuance of the document or record is advisable provided that the original copy of the issued document(s) or record (s) has been retrieved. Stamping a cancel mark to the wrong document(s) or record (s) is/are suitable.

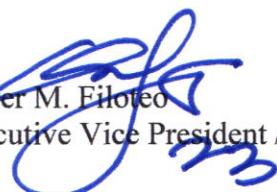
Non compliance to these instructions will be taken as serious matter and may result to issuance and imposing of appropriate disciplinary action.

For your strict compliance.

Prepared by:


Thaddeus George Roman
Quality Management Representative

Noted by:


Oliver M. Filoteo
Executive Vice President / COO