

TO : ALL EMPLOYEES
SUBJECT : MEETING ROOMS RESERVATION PROTOCOL
REFERENCE : ADM-000-26-3-004
DATE : March 16, 2026
CC : FILE, DCO, OP, AUD, FIN, SAL, MKTG, SVC, HRD,
MIS,WH&D,PWHSE,QC, ENG, PROD

To ensure the organized use of our meeting rooms and to prevent schedule conflicts, please be advised of the following mandatory reservation process effective immediately.

All requests for meeting room usage must be first submitted through the *MIS Ticket System*. Please include the specific date, start and end times, use of MIS equipment, and the purpose of the reservation. Verbal and informal requests will no longer be permitted.

Rooms must be reserved based on the number of attendees to maximize our available space.

Small Meeting Rooms: Must be used for small groups or 1 on 1 sessions.

Large Conferences Rooms: Reserved strictly for high occupancy meetings.

Once your MIS ticket confirmed, it is the responsibility of the requesting employee to *write the reservation details on the board* located on the door of the reserved room. This serves as a secondary visual confirmation for all employee passing by.

Required Board Information:

- Name/Department
- Reserved Time Slot - Start to end

In the *event the President requires a specific room*, existing reservations will be adjusted, rescheduled, or reassigned accordingly.

Lastly, *before leaving the room*. The reserving employee is responsible for the following:

- Surrender all borrowed MIS equipment directly to *MIS Personnel*. Do not leave equipment unattended in the room.
- Arrange all chairs properly and clear the tables of any trash or materials.
- Ensure all lights and air conditioning units are turned OFF before leaving.

Failure to follow, may result in the room being reassigned to the other personnel.

Thank you.

Prepared by:

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MAR 16 2026

Noted By:

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Approved by:

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President/CEO