

TO : ORDER MANAGEMENT GROUP  
THRU : Assistant Vice President - SALES  
FROM : INVOICING SECTION  
SUBJECT : NEW DESIGNATION OF INSTITUTIONAL ACCOUNTS  
REFERENCE NO: FIN – 000-26-3-064  
DATE : March 6, 2026  
CC : SALES, WHSE, DCO, FINANCE, ADMIN, AUDIT

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This memorandum is issued to address concerns regarding the new designation of Institutional accounts base on assigned agent and the removal of other institutional accounts. This adjustment aims to organize account management and ensure proper accountability for each account.

In order to minimize institutional accounts in the QNE System and to avoid confusion in the recording and monitoring of sales transactions, the following designation of Institutional Accounts based on assigned account agents shall be implemented:

**Institutional 1 (IN1) - Assigned to Mr. Charles Saari.**

All Purchase Orders added to sales by Mr. Saari shall be recorded under Institutional 1.

**Institutional 2 (IN2)**

All Purchase Orders related to trucking accounts shall be recorded under this category such as NFJ Trucking, Akatsy Trucking, Fast Logistics, F2 Logistics, and other trucking-related accounts.

**Institutional 3 (IN3) - Assigned to Mr. Mart Flores.**

All Purchase Orders manage by Mr. Flores weather it is province or head office delivery shall be recorded under Institutional 3.

Furthermore, **Institutional 4 (IN4), Institutional 5 (IN5), Institutional 6 (IN6)** and **Institutional 7 (IN7)** shall no longer be used in the QNE System. All concerned personnel are advised to discontinue the use of these institutional accounts effective immediately.

This memorandum shall take effect upon issuance.

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