

TO : ALL EMPLOYEES
FROM : MIS
SUBJECT : MS OFFICE PASSWORD PROTECTION FOR PERSONAL
INFORMATION
DATE : MARCH 07, 2023
REF : MIS-000-23-03-031
CC : DCO, SVC, AIS, ADMIN, HR, SALES, CAVITE, FIN, OOP, MRKTG

As we all know, our company collects and process a significant amount of personal information about our customers, employees, and partners. It is important that we take the necessary steps to protect this information.

To strengthen our data protection measures, we encourage all employees to use MS Office password protection when sharing documents, spreadsheets, and PowerPoint presentations on the company File Server Public Directory and through Email attachments.

This applies to any MS Office file that contains personal or sensitive information, including employee records, and customer information and financial data. Password protection adds an additional layer of security to these files and helps prevent unauthorized access to them.

We understand the risk of data loss due to forgotten password. With this, we highly recommend to make a backup of your important files before sharing it. This way, if you forget your password, you can still access your data from the backup.

We also understand that this may require some additional time and effort, but the protection of our data is of utmost importance. Therefore, we expect all employees to comply with this starting immediately.

Please take the time to learn how to use password protection in MS Office and make it a habit to protect any files that contain personal information. If you have any questions or need assistance with this process, please reach out to the MIS Department.

Kindly see attached MS Office Password Protection Manual


Thank you for your cooperation in this matter.

Prepared by


Mr. Gilbert Cajés
MIS Supervisor

3/8.23

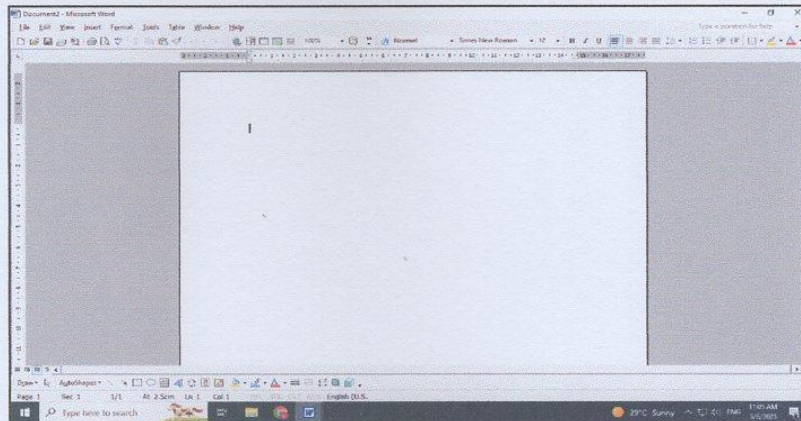
Approved by


Mr. Oliver M. Filoteo
Executive Vice President

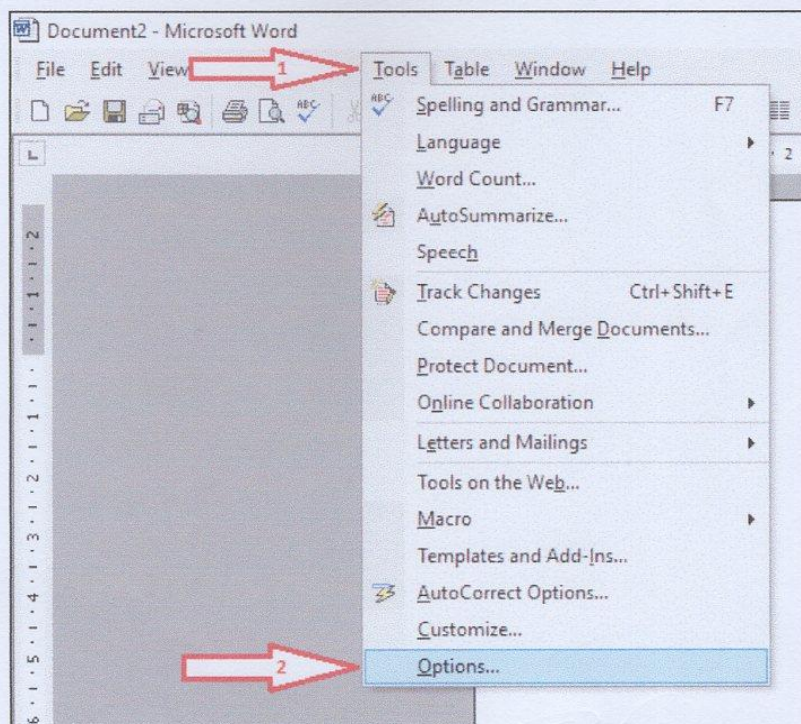
Microsoft Office Security Manual

Objectives: This manual covers information on how to secure your document files to other users. It provides steps on how to generate password on your Microsoft Office files in order to restrict other user's access e.g. (Microsoft Word, Microsoft Excel, Microsoft PowerPoint, etc.). The following steps are as follows:

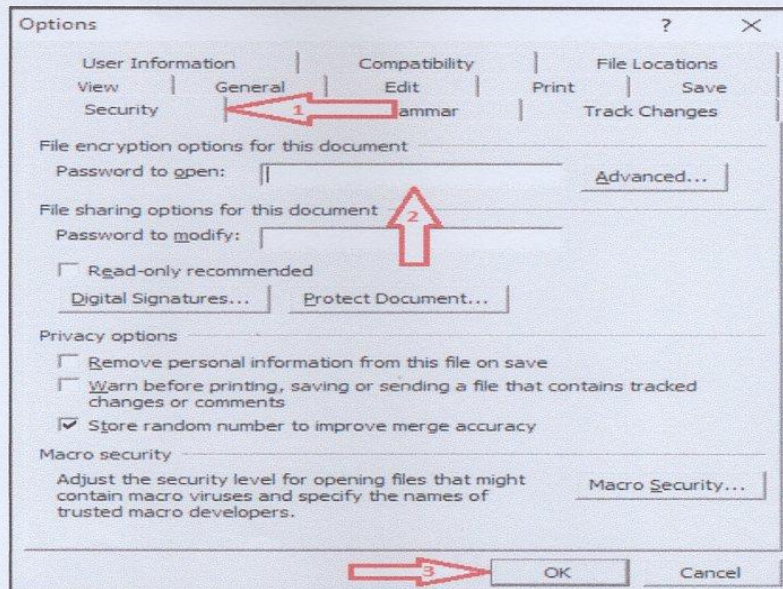
1. Open your Microsoft Office file (e.g. Microsoft Office Word)



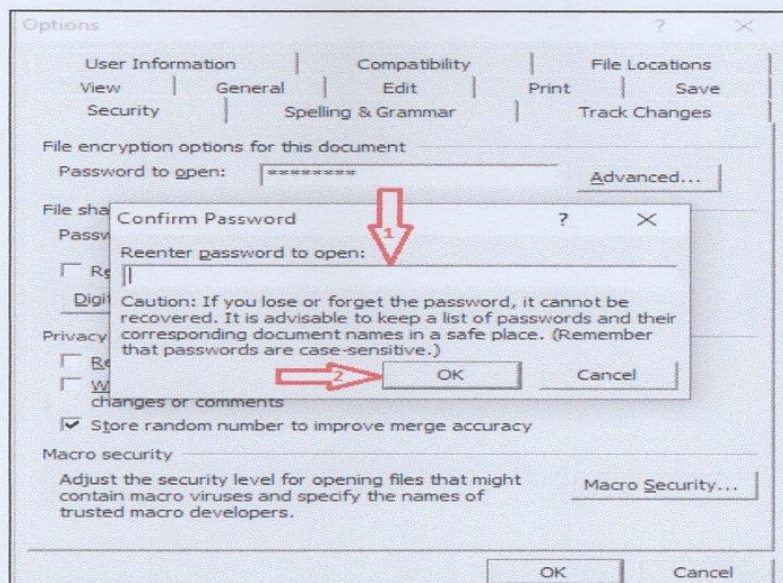
2. Click on the "Tools" option from the menu bar at the top of the screen and select "Options" from the dropdown menu



3. In the "Options" window:
 1. Choose "Security"
 2. Input the desired password (NOTE: You will be responsible if you forgot your password.).
 3. Click "OK".




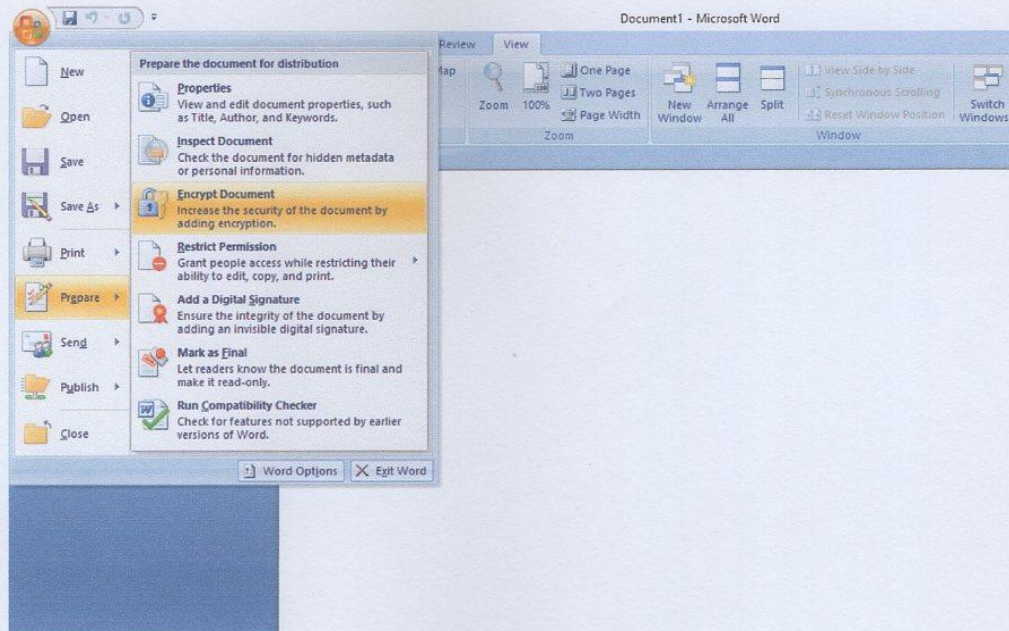
4. Confirm your password and click "OK"



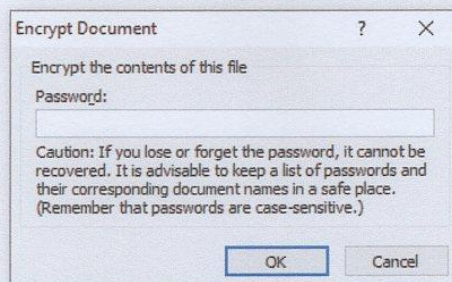
5. Save your Document.
6. Re-open the Document to see the password protection in effect.

Microsoft Office 2007 version

1. Click the Microsoft Office Button,  and then click Prepare
2. Click **Encrypt Document**



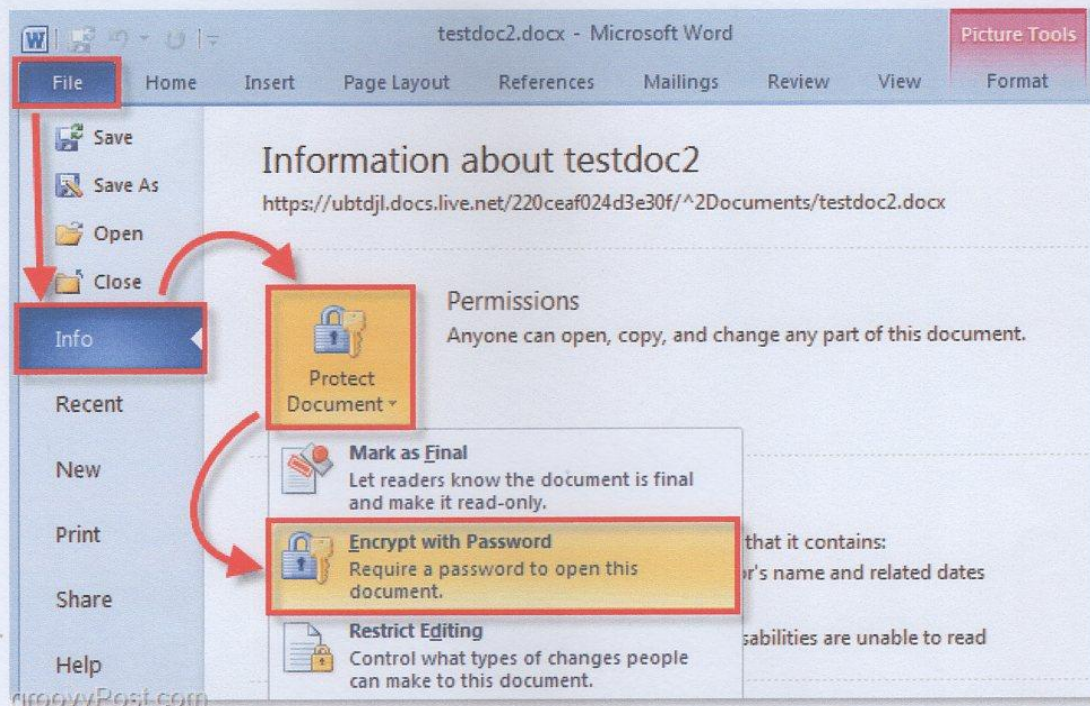
3. Input your password (NOTE: you will be responsible if you forgot your password.) and click **OK** Button



4. Save your Document.
5. Re-open your document to see the password protection in effect.

Microsoft Office 2012 and above version

1. Click the File tab, then click **Info**. On the menu to the right-click **Protect Document** and click **Encrypt with Password**.



2. Input your password (NOTE: you will be responsible if you forgot your password.) and click **OK** Button
3. Save your Document.
4. Re-open your document to see the password protection in effect

