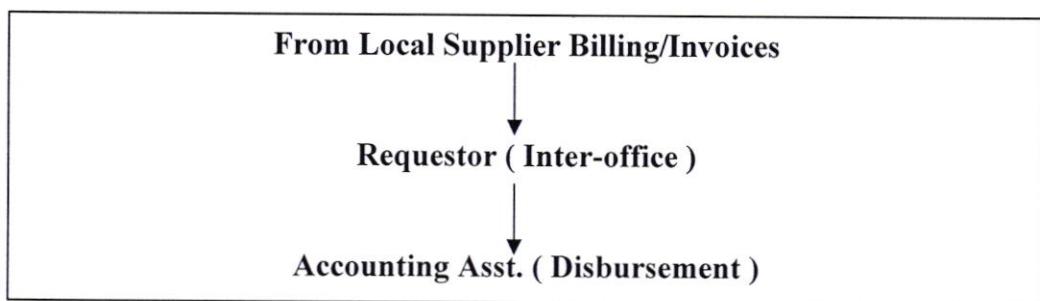


To : All Concerned Department
From : Treasury Department
Subject : Lacked of Date & Time Receipt
Reference : Fin-000-23-1-003
Date : January 11,2023
Cc : DC/FIN/ADM/AIS/MIS/HR/SVC/SAL/PROD/WHS

It came to our department's attention that processing of Cash Advance and Request for Payment from each department is with lacking details from process owner.

As part of our department Business Planning Review Implementation, everyone is hereby directed to **Stamp Date & Time Received** of each document needs to process. See below

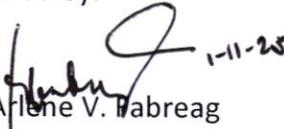


By this we can easily monitor from which section causes the delay in processing of any request.

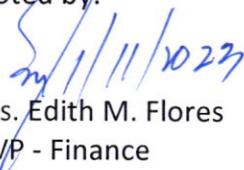
In order to process any request make sure to indicate all necessary requirement mentioned above. Any lacking details will be return to the requestor.

For strict implementation.

Prepared by:


Ms. Arlene V. Tabreag
Treasury Asst. Supervisor

Noted by:


Ms. Edith M. Flores
AVP - Finance