


TO : HEAD OFFICE EMPLOYEES  
FROM : HUMAN RESOURCE DEPARTMENT  
RE : AS STATED  
DATE : March 11, 2025  
REF# : HRD-SUP-25-03-012  
CC :  /file/ADMIN-SECURITY GUARDS/NEWS

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Please be informed that, effective immediately the company will re-implement body and bag inspections for all employees and visitors upon exit of company premises. This measure, which was temporarily suspended during the pandemic, is being reinstated to enhance security and ensure the protection of company property and personnel.

In line with this, all employees are required to submit themselves for inspection by security personnel before exiting the premises. Additionally, all employees must exit exclusively through the front lobby area.

For employees using motorcycles, the assigned security guard will conduct an inspection before exit, including checking the motorcycle compartment. This is to ensure compliance with company security measures and prevent unauthorized items from being taken out of the premises.

We appreciate your full cooperation in following these security procedures. Our security team will conduct inspections professionally and respectfully to ensure a smooth and orderly implementation. Should you have any concerns or require further clarification, please let us know.

Thank you for your understanding and cooperation.

  
MAMERTA TAGLE  
HR Supervisor

Approved by::

  
OLIVER M. FILOTE  
CEO