



**ENCORE LEASING & FINANCE CORP.**  
Km. 114 Maharlika Highway Dicarma,  
Cabanatuan City 3100

Ref. No.: **DCDIOM2021:0006**

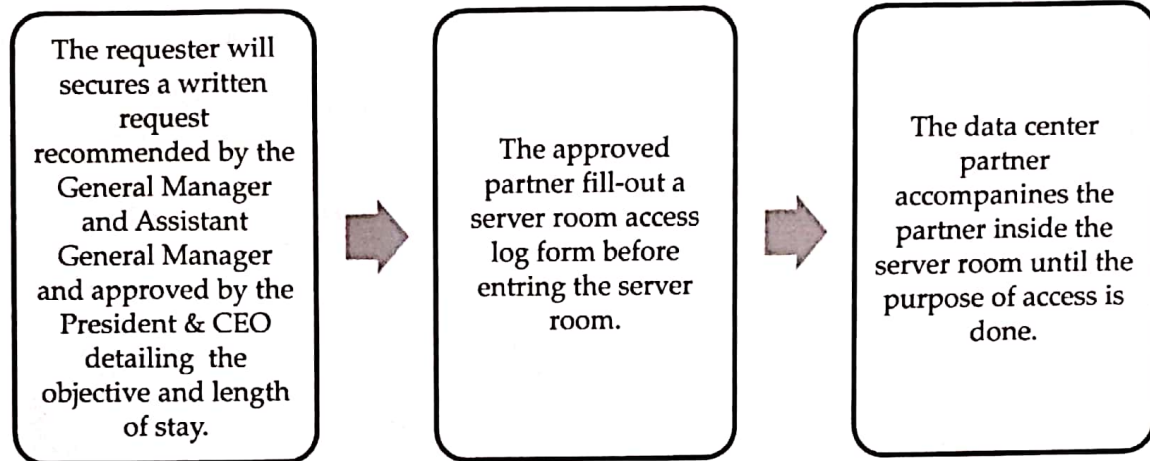
Date: 10 September 2021

TO : ALL PARTNERS

FROM : DATA CENTER DEPARTMENT

SUBJECT : SERVER ROOM ACCESS PROCEDURE

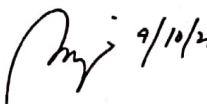
Through this letter, we would like to inform everyone that effective immediately, the following procedure for server room access shall be implemented.





For everyone's information and guidance.

  
**GLEN T. BONITA**  
Data Center Head

Signed:

  
**AM. RHODORA MARGARET R. IBAY**  
Acting HR and Admin Head

  
**SM. MARIA ANJELI S. CADIZ-BAENA**  
Assistant General Manager

  
**SM. MARY ANN D. SONIGA**  
General Manager