

## 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.

The requester will secures a written request recommended by the General Manager and Assistant General Manager and approved by the President & CEO detailing the objective and length of stay.



The approved partner fill-out a server room access log form before entring the server room.



The data center partner accompanines the partner inside the server room until the purpose of access is done.

For everyone's information and guidance.

Data Center Head

Signed:

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

JAM 210/201

SM. MARIA ANJELI S. CADIZ-BAENA

Assistant General Manager

SM. MARY ANN D. SONIGA General Manager