



FOR : **MR. JOSE I CADIZ, JR.**
PRESIDENT AND CEO
FROM : **EXECUTIVE OFFICES**
DATE : **APRIL 16, 2025**
SUBJECT : **RECOMMENDATION TO GRANT CCTV ACCESS FOR THE EXECUTIVE ASSISTANT**

I. BACKGROUND:

To ensure the safety and security of the premises, especially at the main entrance or front of the building, it is essential for the Executive Assistant to have real-time access to CCTV footage.

II. PROPOSAL:

It is recommended that, the Executive Assistant be granted access to four CCTV camera views through the company-issued laptop.

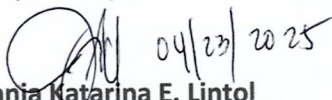
These views should include the following areas in head office:

- ✚ Front Corner Left View
- ✚ Front Corner Right View
- ✚ Staircase
- ✚ Executive Office

III. JUSTIFICATION:

- The Executive Assistant can verify that a security guard or designated messenger is present at all times during operational hours.
- In the event of unusual activity or a reported issue, the Executive Assistant can quickly check the CCTV to assess the situation and alert the appropriate personnel.
- CCTV access allows the Executive Assistant to help ensure that front-line staff are complying with established security protocols.

Prepared by:

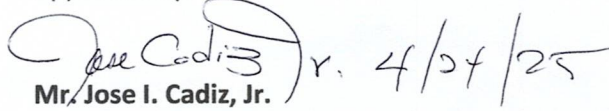

Tanja Katarina E. Lintol
Executive Assistant

Endorsed by:


Ms. Maria Anjeli S. Cadiz-Baena
Assistant General Manager / OFA


Atty. Jose Enrique S. Cadiz
General Manager 04/24/25

Approved By:


Mr. Jose I. Cadiz, Jr.
President and CEO 4/24/25