

DATE : 22 JANUARY 2024
TO : ALL DEPARTMENTS
FROM : PROJECT MANAGEMENT DEPARTMENT
SUBJECT : PROCEDURE IN ADDING EQUIPMENT

RN1-PM-MP-2024-001

Dear Operations Team,

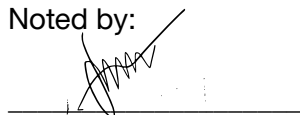
I hope this memo finds you well. I am writing to remind everyone of the importance of consulting the Project Management Team and obtaining approval from Department Heads before adding any equipment to our operations. **Effective immediately, please refrain from adding equipment, either electrical or LPG without prior consultation and formal approval.** This is crucial to ensure alignment with project goals, budget considerations, and overall operational efficiency.

Furthermore, it is mandatory to conduct **electrical plans, including load balancing and thermal assessments**, leak & bubble testing for LPG before seeking approval or issuing a notice to proceed. This step is essential to guarantee the seamless integration of new equipment and to prevent any adverse impact on our existing infrastructure.

If you have any questions or concerns regarding this matter, please feel free to reach out to the Project Management Team.

Thank you for your attention to this important issue.

Noted by:



RYAN RIAZA
 HEAD OF OPERATIONS - ABC (*Interim PM Head*)

Checked by:



Paula Nessa Mirafior
 Training Department

Approved by:



PATRICK HENRY CORPUZ
 Managing Partner

**THIS MEMO AND ITS ATTACHMENTS ARE FOR THE EYES OF
 THE ABACA GROUP EMPLOYEES ONLY**



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