

**TO :** **MARLITO C. UY**, *General Manager*

**THRU :** **HELEN M. BINANGBANG**, *Executive Assistant to the GM*

**SUBJECT :** **Proposed Change in Authorized Signatories of the Internal and External Gift Checks**

**DATE :** **April 18, 2024**

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This letter is issued to formally endorse the approval of the proposed change in authorized signatories of the internal and external Gift Checks. An Inter-Office Memorandum was issued last September 23, 2017 stating the names of the four (4) existing signatories.

With this, it is hereby proposed that before GC's are released to internal and external customers, Internal Gift Checks and External Gift Checks will be submitted to the following signatories for signature.

- 1) Ms. Ellen Rose U. Alturas
- 2) Ms. Dianne U. Yap
- 3) Mr. Mario Cirujales
- 4) Ms. Thelma Andamon

GC Amount equal to or below 500 should bear signature of any one of the signatories.  
GC Amount above 500 should bear signature of any two (2) of the signatories.

Photocopy of the aforementioned inter-office memorandum is attached for reference.

Recommending approval:

 , 4/18/24  
**HELEN M. BINANGBANG**  
*Executive Assistant to the GM*

Approved by:

  
**MARLITO C. UY**  
*General Manager*



**INTER-OFFICE MEMORANDUM**

**TO :** Store/Mall CFS  
Mely Miculob, Corp. Treasury  
Corporate FAD

**FROM :** Maria Neliza U. Fuertes, CPA, CIA, CSCU, CISA, REB, REA, CICA, CrFA  
Corp. Audit Manager & Compliance Officer

**CC :** Marlito Uy, AGC General Manager  
Helen Binangbang, Executive Asst. to the GM  
Nene Miro, IAD Head  
Dianne U. Yap, Corp Marketing Head  
Store/Mall Managers  
Corp. Marketing

**SUBJECT :** Additional Signatories of the Internal  
And External GC

**DATE :** September 23, 2017

This memo is issued to formalize the Additional Signatories of the Internal Gift Checks and External Gift Checks.

Before GCs are released to internal and external customers, Internal Gift Checks and External Gift Checks will be submitted to the following authorized signatories for signature.


Note: Amount equal to or below 500 - (Any one of the signatories)

Amount above 500 - (Any two of the signatories)

- 1) Ms. Nelita U. Fuertes,
- 2) Ms. Ma. Paz R. Uy
- 3) Mr. Mario Cirujales
- 4) Ms. Thelma Andamon

Please be guided accordingly.

Recommended by:

  
**NELITA U. FUERTES**

Incorporator

Date: \_\_\_\_\_