



DATE: July 21, 2023
TO: ALL BRANCH EMPLOYEES
SUBJECT: DISPOSAL OF SALES INVOICE AND PRESCRIPTION FORM (ONLY THE BLUE COPY)

To safeguard our customers' data and transactions, this memo is issued to inform everyone that disposals of the **Sales Invoice and Prescription Form (color blue copy)** shall be made in compliance with the following procedure:

- ALL Branch Employees are NOT allowed to dispose of the **Sales Invoice and Prescription Form (color blue copy)** in their branches.
- FOR COPIES DATED JUNE 30, 2023, AND EARLIER:

On or before 31 July 2023, please send all used copies of the **Sales Invoice and Prescription Form (color blue copy)** in your branch via accredited courier to:

The Accounting Department
6th Floor, Cedar Executive Building II
No. 26 Timog Avenue corner Scout Tobias Street
Barangay Laging Handa, Quezon City

- FOR COPIES MOVING FORWARD:

Following the below schedule, please send all used copies of the **Sales Invoice (color blue copy)** in your branch via accredited courier to:

The Accounting Department
6th Floor, Cedar Executive Building II
No. 26 Timog Avenue corner Scout Tobias Street
Barangay Laging Handa, Quezon City

Sales Invoice and Prescription Form dated:	Transmittal to the Head Office for Disposal
July 1 to July 31, 2023	On or before September 1, 2023
August 1 to August 31, 2023	On or before October 1, 2023
September 1 to September 30, 2023	On or before November 1, 2023
October 1 to October 31, 2023	On or before December 1, 2023
November 1 to November 31, 2023	On or before January 1, 2024
December 1 to December 31, 2023	On or before February 1, 2024
<i>And so on and so forth</i>	<i>And so on and so forth</i>

- ALL Branch Employees are NOT allowed to photocopy or reproduce, in any manner, the sales invoice and the prescription form (color blue copy). If there is a need to reconcile your inventory, please do it before the date of transmittal. Should the Branch

further require the retention of some of the blue copies beyond the allowed time, kindly coordinate with your Regional Director or the Data Protection Office.

- Failure to comply with any provision on this memo shall result in appropriate sanctions as provided in the Company's Code of Conduct.

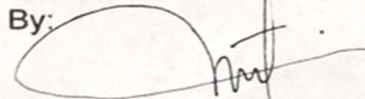
REMINDERS:

Kindly ensure that the invoices and the prescription forms are properly segregated and labeled as "**BLUE COPIES**" when sent together with other documents. The disposal team shall no longer check them. They shall not be responsible for any destruction of mislabeled documents.

For strict compliance.

DATA PROTECTION OFFICE

By:



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APPROVED BY:



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EVP - Corporate and Operations