



executive optical

MEMORANDUM

To : ALL OPERATIONS EMPLOYEES
From : HUMAN RESOURCE DEPARTMENT
Date : APRIL 25, 2014
Subject : CASH WITHIN EO COMMON AREAS

This is to remind all employees that your personal money should be kept inside your bags located in the designated locker/area.

All cash that will be seen within and in all common areas of the branch (stock room, cashier's booth, refraction room, selling area, laboratory, etc.) which does not belong to anyone shall be duly accounted and turn-over to Head Office c/o Treasury Department.


For proper documentation, an incident report is a must explaining how, when, where, why there was "unaccounted cash" in your branch.

Failure to follow this procedure will subject an employee for disciplinary action including dismissal from work for keeping unexplained and unaccounted cash in the branch.

We are hoping for your compliance and cooperation.

Thank you.

Approved:


MS. RACHELLE L. UY-SIM
AVP for Corporate Operations

cc: All AMs/GBMs/Dept Mgrs/File