

# MEMORANDUM

Date : April 11, 2023  
To : Operations and Audit Group  
Subject : Internal Agreement on Reserved Items for EPPB

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In our meeting held on April 11, 2023, the Operations and Audit group have reached an internal agreement on the guidelines and procedures for reserved items for EPPB (Employee Purchase Product Benefit). These guidelines are to be followed by the operations team to ensure that there are no Audit deviations. The following guidelines have been agreed upon:

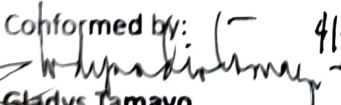
1. Reserved items must be properly labeled and safely kept in the Stock room, with the following required information:
  - i. Date reserved
  - ii. Name of the employee
  - iii. Assigned branch of the employee
2. The EPPB application control number must be secured and attached to the reserved item after fifteen (15) days from the reservation date.
3. Any reserved item without the control number after the 15-day period must be returned to the selling area.

This agreement is effective immediately and must be implemented by all operations team members. Failure to comply with these guidelines may result in Audit deviations. It is important that all team members adhere to these guidelines to ensure proper control and accountability of reserved items for EPPB.

Thank you for your cooperation.

  
**Bernard D. Reyes**  
Assistant Audit Manager

  
**Arminedes Lipatan**  
Asst. Director for Audit

Conformed by:   
**Gladys Tamayo**  
Regional Operations Director

  
**Josephine Yap**  
Regional Operations Director