



eo-executive optical

February 15, 2014

Reiteration of Damage Policy

- I. In light with the noticed volumes and rampant cases of un-encoded, un-declared or un-reported damages, this office reiterates the existing policy on Damages and Losses under EO Memorandum Internal Audit Guidelines 2010-001 "DAMAGES and LOSSES ". (Attached Copy)

The contents of which are self explanatory for the information and guidance of all concerned. This shall be properly adhered to, particularly the:

1. Process and Procedures

"all noted damages items by the branch should be coordinated/reported to HO by the BM within 14 days upon detection."

2. Penalties and Accountabilities

"If the BM failed to observe such 14 days policy, damaged item will automatically be charged to all branch personnel including BM."

- II. Whereas the following guidelines are being issued in addition to those contained in the policy, to cite:

That audit will monitor damages to all EO branches. Strictly NO SCRAP LENS is implemented within branch premises particularly at Optician working area and lavatory; any accounted scrap will be confiscated.

That accounting department should transmit DMR to audit for verification every 18th of the month covering 2 (two) months lead time.

updated monthly, every last week of the following month

For Management Perusal and Approval

Endorsed by:

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MSU
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