Inter-Office Memorandum

Ref. No. : MPKOP-20-003

To : ALL CONCERNED

From : OFFICE OF THE PRESIDENT

Date : 16 March 2020

Subject : **PKII EMERGENCY CONTACT NETWORK**

Amidst the global pandemic, we would like to formally circulate the company's emergency contact network.

This document includes the flow of emergency information and the actions that must be taken by concerned individuals to ensure safety of employees and other stakeholders.

We highly encourage everyone to please enter the emergency contact numbers in your mobile phone address book to easily reach us in case of emergency.

Thank you and stay safe.

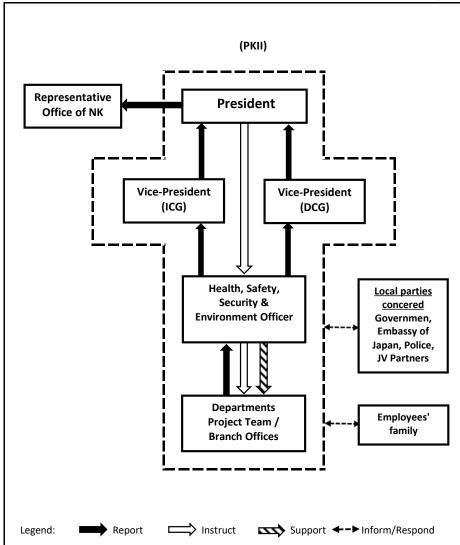
PETER S. SAMOZA

President

This material is a template of emergency contact network for non-Japanese group companies. Please change this as necessary. (prepared in December 2018)

Emergency Contact Network

PHILKOEI INTERNATIONAL, INC. (PKII)



*1 Report to PKII when an emergency that has a critical impact on the business, such as wars, turbulences, disasters, terrorism, abduction(missing), death accidents, epidemic, pandemic, occurs.

Use the mailing list (mgmt@philkoei.com.ph, safety@philkoei.com.ph)

Contact Nos. Globe: 09053581389

Smart: +63 919 084 4514; 09212282858

Landline: 8534-0325, 8534-0326, 8534-0327, 85340329

- *2 Confirm the safety of the employees and, if required, issue instructions to ensure safety (such as evacuation, confinement and work restriction)
- *3 Consider establishment of emergency headquarters in PKII or a joint emergency headquarters with Nippon Koei according to the severity of the emergency based on Risk and Crisis Management Regulations