



Please be informed that the company policy on attendance and timekeeping relating to tardiness (lates) is hereby amended as follows:

The new policy takes effect on March 9, 2015.

SHEILA G. MANALO
OIC-HR and Admin Division

JACKY E. QUINTOS
Chief Operating Officer

AMANDO M. BUHAIN
President

For internal use

3/4/15
Finance 45ps