

**MEMO 2018-11**

**TO :** WILFREDO TOLENTINO, MYLENE QUIRANTE AND ALL PROMODIZERS  
**FROM :** MANAGEMENT  
**RE :** ACCOUNTABILITY FOR RETURNED DAMAGED ITEMS  
**DATE :** October 15, 2018

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Over the last year, the team of Wilfredo Tolentino and Mylene Quirante have been tasked with providing creating and implementing policies aimed at reducing waste and controlling inventory.

However, because of the lack of accountability and failure of establish proper responsibility for the stock, this memo is being issue as a backstop to prevent further degradation of stocks at all retail branches.

First, please know that while it is reasonable to expect some damages on some stocks, it is completely unacceptable that stocks do not even have packaging, are severely damaged beyond recognition. Secondly, there have been clear reports from third party auditors that stocks from several stores are clearly not taken care of nor monitored properly, for safekeeping.

Because of this, both Wilfredo Tolentino and Mylene Quirante have been instructed to provide a clear line of accountability and responsibility for all stocks. All promodizers are directed to declare all their stocks and including damages. All promodizers are required to specifically input and describe damages to stocks. Writing and noting simply 'damaged' will no longer be acceptable.

Further, both Wilfredo Tolentino and Mylene Quirante are directed to formulate their policy for establishing responsibility by October 31, 2018. This includes the distribution and implementation of the guidelines by October 31.

In the event that the policy on October 31 fails to address the concerns of the management or is not issued the following shall be implemented:

10% of the price charged to Wilcon, damages will be charged to the promodizer in-charge and to both supervising coordinators in FUMACO (currently Mylene and Wilfredo).

If by December 31, 2018, a policy is not implemented, 50% of the priced charged to Wilcon will be charged to the three parties involved.

The HR is further directed to coordinate with 4D and charge all damaged items to exiting 4D employees.

For your strict compliance.

Noted by

**FREDERICK CHUA**  
Director for Operations

10/16/2018  
8:04 AM  
10/17/18