

Fil-United Mfg. Corp.

Fumaco

Pacific Lighttech Corporation

MEMO 2018-07

TO : TRAFFIC AND DISTRIBUTION AND CS DEPARTMENT
FROM : MANAGEMENT
RE : COMPANY-ISSUED MOBILE PHONES
DATE : August 3, 2018

Please be advised that company-issued mobile phones should be left to designated personnel under the same department during times of sickness, long vacation and/or prolonged absences.

This is to ensure that all delivery personnel that have already been dispatched can get in touch to Plant Staff for any queries and vice versa.

Noted by:


FREDERICK CHUA
Director for Operations

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Ant 9/3/18

PIE 8/13/18