

To : All Team Members and Jacksons Security Officers in the Building

From : *Joyce Revillas*  
Jocelyn Revillas, OIC for Security

Noted by : Atty. ~~Angelique~~ Margret T. Natividad, HR Director

RE : Guidelines for Increased Building Security

Date : August 3, 2022

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Due to the many reports of office robberies in the past, there is a need for increased security in the Building. We want to help our Security Officers (SOs) keep us safe by implementing some new steps to allow our SOs to focus on their work.

Below are the steps to be implemented to increase building security beginning Monday, August 8, 2022:

1. Team members are no longer allowed to leave money with the SO for COD transactions. Team members who have deliveries must personally meet and pay the deliverer to avoid potential losses and misunderstandings with our Security Officers.
2. All visitors will wait at the lobby and are no longer allowed to come up to the 3<sup>rd</sup> floor, except for the following:
  - a. Visitors for Supply Chain
  - b. Deliverers for Marketing Supplies. Someone from Marketing must accompany the deliverer in delivering the package from the lobby.
  - c. Visitors with official business in the building (attending meetings, visitors from out of town, etc.) may come up if with prior notice to the SOs and their attendance will be recorded in the logbook. Departments expecting visitors must inform the SO at least a day before the visitors are scheduled to arrive.
3. There will be a telephone placed at the lobby connected to all departments which SO will use to notify the departments of visitors. The concerned person shall go downstairs to meet the visitor at the lobby.
4. Check releasing and billing schedules for Finance is every Wednesday and Friday from 2:00pm to 4:00pm. No collectors will be entertained on other days.
5. Team members are not allowed to stay at the lobby during lunch time and work hours. Lobby area is intended for visitors only.
6. At the end of the day all team members must time-out first before sitting at the lobby and waiting for their "sundo".

Please contact Ma'am Joyce at 09176524985 for questions.