

To: All Team Members

From: MIS Team

Subject: Improving Client Information: Mandatory Phone Number and Standardization Update

CC: Office of the President, Business Head, Directors, and Department Heads

Greetings!

We have identified a recurring issue with our client information records, specifically concerning inaccuracies in phone numbers. Some clients have provided incomplete or incorrect phone numbers, while others have left this field blank altogether.

To address this problem and as part of improving our client data, we are emphasizing the importance of the contact number as a required data field. This change is essential for easy filtering of client records. Starting September 22, 2023, in cases where clients' phone numbers are missing or inaccurate use this phone number: **0911-111-1111**.

Thank you for your cooperation in implementing this change. If you have any questions or need further information, please feel free to reach out to M'Meljoy Bongcawel and M'Jade Mae Jael Tan of MIS Team at 0917-720-1911.

Please be guided accordingly.



Arnold T. Infante
MIS Director