

To: Audit, HR, MIS, Finance, Sales, and Supply Chain  
Re: Clarifications on Forever Sale Transactions  
Date: June 14, 2023

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Greetings!

To provide clarification and reduce the number of audit findings regarding Forever Sale items, please refer to the guidelines below:

1. MIS will generate and send out the Forever Sale list to all stores on the first business day of the week.
2. The effective date of the list will be the next business day.
3. Transactions on the **first business day** will still use the **previous week's** Forever Sale list
4. Transactions on the **next business day** will use the **latest** Forever Sale list.

Example:

**June 19, 2023** is the first business day.

MIS will send the Forever Sale list to all stores on **June 19, 2023**.

ECs will check the list and apply the updated discounts for Forever Sale items on the **next day, June 20, 2023**. All Forever Sale transactions **starting June 20, 2023** must match the list given by MIS to avoid any audit findings.

ECs will wait until the next list is sent the following week and the cycle will repeat itself.

This is effective on **June 19, 2023**

Signed,



Angelo Miguell T. Natividad

Finance Director