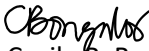


February 18, 2022

To: SJI SALES TEAM

From:   
Ms. Cecile B. Bongalos  
Sales Director

RE: Standard Discount Rounding for Cash and LAP Transactions

CC: ACCTG, AUDIT, MIS, HR

Good Day!

To have a standard rule for the rounding of discount to be given to our clients both for Cash and LAP transactions starting February 21, 2022 (Monday) all amount ending with **0, 1, 2, 3, and 4**, the rounding amount will be **0**. And all amount ending with **5, 6, 7, 8, and 9**, the rounding amount will be **5**.

Please see table for reference:

Amount Ending	Rule	Rounding Amount
0, 1, 2, 3, 4	Round Down	0
5, 6, 7, 8, 9	Round Down	5

Example:

For Cash Transactions			
Tag Price	30% Discount Amount	Round Off Amount	Net Price
₱ 26, 135.00	₱ 7, 840.50	<b>₱ 7, 840</b>	₱ 18, 295.00
₱ 9, 105.00	₱ 2, 731.50	<b>₱ 2, 730</b>	₱ 6, 375.00
₱ 11, 110.00	₱ 3, 333.00	<b>₱ 3, 330</b>	₱ 7, 780.00
₱11, 115.00	₱ 3, 334.50	<b>₱ 3, 330</b>	₱ 7, 785.00
₱ 14, 155.00	₱ 4, 246.50	<b>₱ 4, 245</b>	₱ 9, 910.00
₱ 15, 320.00	₱ 4, 596.00	<b>₱ 4, 595</b>	₱ 10, 725.00

For LAP Transactions			
Final Payment (within the 1 month period)	20% Discount Amount	Round Off Amount	Net Price
₱ 14, 155.00	₱ 2, 831.00	<b>₱ 2, 830</b>	₱ 11, 325.00
₱ 11, 110.00	₱ 2, 222.00	<b>₱ 2, 220</b>	₱ 8, 890.00
₱ 11, 115.00	₱ 2, 223.00	<b>₱ 2, 220</b>	₱ 8, 895.00
₱ 15, 320.00	₱ 3, 064.00	<b>₱ 3, 060</b>	₱ 12, 260.00
₱ 26, 225.00	₱ 5, 245.00	<b>₱ 5, 245</b>	₱ 20, 980.00
₱ 26, 135.00	₱ 5, 227.00	<b>₱ 5, 225</b>	₱ 20, 910.00

Any concerns or clarifications, you can contact Ma’am Weng Santiago (NMS) at 0917 104 279 or email her at [sophia.nmsantiago@gmail.com](mailto:sophia.nmsantiago@gmail.com).

Thank you everyone and stay safe.