

To: All PCF Custodians
Re: Erratum and Addendum to Online PCF Replenishment
Date: April 19, 2022

Greetings!

Changes to the memo released on April 9, 2022 are as follows.

Erratum:

13. To improve the online PCF replenishment process, please see changes in the process listed below when emailing PCF vouchers and reconciliation sheets. All emails should be sent to Sji.pcf@gmail.com, while cc'ing M'Gina Escobar (tngc.mgmescobar@gmail.com) and me (angelomiguellnatividad@gmail.com). Custodians are encouraged to cc their TL/Supervisor as well.

Addendum:

17. Custodians are encouraged to avoid sending files as Google Drive links. This happens when the file size of the attachments in the email are too large. Custodians can reduce the attachments in the email, and send multiple emails instead or even reduce the resolution while taking photos to reduce the file size per photo.

Good day ma'am/sir please see the attached file. Thank you.



This is effective immediately.

For any questions, you may contact me directly via email angelomiguellnatividad@gmail.com or by phone +639176332722.

Signed,

Angelo Miguell T. Natividad

Finance Director