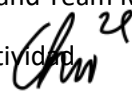


Memo no. AUD-20190128
TO: All SJI, STI & DI Heads and Team Members
FROM: Angela Monette T. Natividad 
SUBJECT: Online RIS Rush Request Override
DATE: January 23, 2019

To facilitate faster Online RIS transactions, we are glad to inform you that all Business Heads and Directors will now be allowed to approve thru text all rush request processing for requests amounting to 1000.00 and below.

Business Heads and Directors may contact Ma'am Meljoy Bongcawel of MIS at 0917-720-1911 by forwarding the requester's message and start with the format below:

"Hi Ma'am Meljoy. Please process request of _____ (name of requester) below. Thanks."

On the other hand, all request exceeding 1000.00 will still require AMTN's approval thru text.

This will all be effective on **February 1, 2019**.

For any inquiries, please free to contact the Audit Department at 309-0031 / 09177104137 and look for Ma'am Ricelle.

Thank you.