



BANDAI WIREHARNES PHILIPPINES, INC.  
Lot 2, First Industrial Township, Brgy. Pagaspas, Tanauan City Batangas  
0917-106-4015

## MEMORANDUM

TO : ALL EMPLOYEES  
FROM : HR SECTION  
SUBJECT : HOUSE RULES: BRINGING CELLPHONE INSIDE THE COMPANY  
DATE : 2025 APRIL 15  
BWPI NO. : HR-M-D2025-03

Please be informed that effective April 21, 2025, only Staff Level and above are allowed to bring bags and use mobile phone inside the company (offices and production).

For those employees who need their phone for daily work activities. You need to secure application request. Forms are available in HR and once approved ID Badge will issue.

Reminder that mobile phone cannot be used during working hours for personal use such as accessing FB, Surfing, Watching Videos, Games etc.

Penalty will be imposed if caught for non-work-related access during working hours.

For further inquiries, you may go directly to HR.

For your guidance.

Prepared by:

K. MANCAYO  
Department Head

Noted by:

L. Geronimo  
Operations Manager

Approved by:

[Signature]  
Vice President

[Signature]  
ADMIN MANAGER

Acknowledge By	Signature
ACCOUNTING	
ASSY	
ENGINEERING	
FACILITY/ESH	
IMPEX	
ISO	
PURCHASING	
PPIC	
QUALITY	