

**MEMORANDUM**

**Circular No. 212/2020**

*December 11, 2020*

**TO : ALL OPERATIONS EMPLOYEES**  
**VisMin and Luzon/NCR**

**FROM : THE OFFICES OF THE VICE PRESIDENTS AND COOS**  
**VisMin and Luzon/NCR**

**SUBJECT : CHRISTMAS AND NEW YEAR OPERATING SCHEDULE**

This is to formally inform the operations employees of the upcoming holidays to be observed on the following dates, to wit:

- **December 24, 2020, Thursday:** All Branches shall operate following the normal schedule in a normal staffing. Branches closing on or before 7:00 pm daily shall follow their regular time on branch closure. All 24-HOURS and extended operating branches shall be closed at 7:00 pm in preparation for the **BRANCH CLOSURE** on December 25, 2020.
- **December 25, 2020, Friday (CHRISTMAS DAY) and January 01, 2021, Friday (NEW YEAR'S DAY): ALL BRANCHES WILL CEASE OPERATION.**
- **December 26-29, 2020: ALL BRANCHES** shall operate following the normal daily schedule in a normal staffing.
- **December 30, 2020, Wednesday** (in lieu of Rizal Day), Skeletal force following the normal daily business hours, but no single post.
- **December 31, 2020, Thursday** (Last day of the Year): all branches shall operate following the normal schedule in a normal staffing. Branches closing on or before 7:00 pm daily shall follow their regular time on branch closure. All 24-HOURS and extended operating branches shall be closed at 7:00 pm in preparation for the **BRANCH CLOSURE** on January 01, 2021.
- **January 02, 2021 Saturday:** ALL BRANCHES shall operate following the normal daily schedule in a normal staffing.

Branches operating 24-hours shall resume at 7:00 am on December 26, 2020 and January 02, 2021. Branches in a mall shall follow the operating schedule set by their respective building administration office. Please evaluate cash positions, manpower and strictly implement our branch safety and security measures as stated in our **Branch Security Manual**. Moreover, kindly refer to HRMD Memorandum for the status of the support service divisions/departments on this matter.

During the said holidays, strictly consider the following additional security and safety measures, to wit:

1. Security stickers must be visible in the branch vault indicating that security features are present in our establishment.
2. Check roll-ups and glass doors especially for branches operating 24 hours if this is still in perfect condition during closing time.

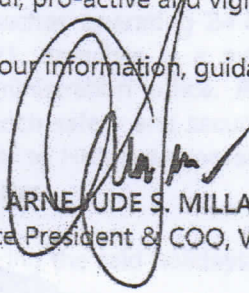
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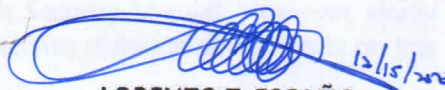


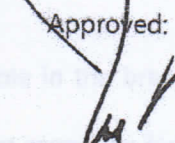
3. Check alarm system if functioning well, especially the battery.
4. Check branch with prepaid sim if load is sufficient enough for SSMI/911 monitoring.
5. Clean back door and keep it visible, lighted at nighttime and grasses must be cut-off.
6. Set timer switches properly to ensure a correct simultaneous signage time on and off. For branches without timer switches, assign somebody to do the switching on and off.
7. Close faucets tightly, off main switch (if not for SSMI/911 and signage) unplug electrical cords from outlet.
8. Check the vault room, place all valuable items, documents, appraisal tools in the vault and see to it that the doors are properly closed together with the secondary vault door and reinforced with padlocks.
9. When you lock the vault door/safe, make sure you spin the dial.
10. Check doors, mezzanine, roof, windows, air-con and outside pawnshop vicinity for possible entry points, such must be fully secured at all times.
11. Visit the branch frequently, especially during nighttime or assign somebody that could frequently visit the branch. If we need to pay somebody to do this, then we must.
12. Leave your telephone/cell phone numbers to the person whom you can trust living nearby our branch.
13. Be reminded of the acetylene gang, inspect all the branch vicinity especially the back area and mezzanine. Open your concerns to the Lessors especially when there are vacant spaces for rent adjacent to and top of our branch. Check new tenant for security purposes. Once robbers are inside, it takes only ten (10) minutes to open the vault.
14. Check surroundings during opening and closing period.
15. Please keep your mobile phones "ON" at all times.
16. In case an alarm is coming from inside the vault room concerned Branch Manager or key holders are strictly advised to open the primary vault door only and will pep inside without opening the secondary door. Please be reminded that all emergency opening of a branch shall have the presence of at least two (2) employees with the proper approval of the Regional and Area Managers. An alarm concerning a branch must be strictly monitored by way of visit with ocular inspection of the branch vicinity. Law enforcers are also needed during emergency opening of a certain branch.

Adopt other precautionary measures you deem necessary to protect our assets. Everyone must work together to promote safety and security practices in the branch environment. In reality, robbery, break-ins and modus operandi on switches and coated syndicates happen during holidays. Let us be reminded of our safety and security measures in the branch, by being very careful, pro-active and vigilant at all times.

For your information, guidance and compliance.

  
ARNE JUDE S. MILLARES  
Vice President & COO, VisMin

  
LORENZO T. ESCANO  
Vice President & COO, Luzon/NCR

Approved:  
  
MICHAEL L. LHUILLIER  
President and CEO