



Human Resource and
Administration Department

To : All Concerned Staff
Subject : **Payment of Invoices**
Date : October 12, 2011

Please note that for payment of invoices, it is not permitted to send anybody to the shop / post office or any other location to transact payments e.g. pay by credit card.

For check payments / deposits, checks are to be mailed out and cannot be delivered by hand. Also, we generally do not go to banks.

This policy will not be applicable for Cebu.

Please be guided accordingly.

Noted by:


Marie Stephanie L. Manuel
Chief Human Resource Officer