



Human Resource and  
Administration Department

TO : ALL BIGFOOT AND IAFT STAFF  
FROM : CHIEF HUMAN RESOURCE OFFICER  
SUBJECT : **THOROUGH CHECKING OF ASSETS**  
DATE : OCTOBER 06, 2010

In line with the quarterly confirmation of assets, please be reminded to thoroughly check each and every item that is assigned under your accountability.

You are expected to promptly notify asset management of inconsistencies, losses and damages.

Please be reminded that all assets that you confirm are understood to have been checked by you. Therefore any missing asset, including items with discrepant codes, during processing of clearance or audits shall be charged to you.

For strict compliance.

A handwritten signature in black ink, appearing to read "M. Manuel".

Marie Stephanie L. Manuel  
Chief Human Resource Officer