

MEMO

To: All Employee
Date: August 6 2024
Subject: Signature Requirement for Adjustment Entries

Effective immediately, all adjustment entries processed via green slip must be signed by RLJ. This measure is implemented to ensure accuracy and accountability in our financial records.

Please ensure that no adjustment entry is processed without the required signature. Any green slip submitted without RLJ's signature will be returned for completion.

Thank you for your cooperation and attention to this matter.

Thank you for your cooperation.

Best regards,

JULIE GALAMITON

Noted by:

RICHARD B. LIM JR
Managing Director

[Signature]
8/24/24

[Signature]
8/24/24

[Signature]
Jharel Gallardo

[Signature] 8/21/24
Jagapung 08/21/24

[Signature] 8/20/24
Gammun

[Signature] 08/20/24
ABBIGAIL DANGEL

[Signature] 8/20/24
Gee Salomon

[Signature] 8/20/24
MARY JUNE TAMPAN

[Signature]
8/21/24

[Signature] 8/20/24
JANBERT DIAZ

[Signature] 8/20
Lilet Madrigal

[Signature] 8/21/24
MARIELLE LARITA

[Signature] 8/21/24
RYZ MAY NEMENDO

[Signature] 8/21/24
Dallay