

Subject: Required Attachments for Buildhub Driver Salary Payments

To: Customer Fulfillment
From: Finance Department
Date: August 12, 2024

This memo is to inform you of the updated requirements for all driver salary payments. Effective immediately, the following attachments must be included with the salary payment requests:

1. A summary, including a column indicating whether all required attachments are present.
2. Buildhub Back-end Delivered Orders Report, which must include:
 - A breakdown of orders by driver by range for the relevant pay period
 - A date range covering the past 1 week period

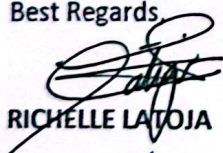
Name	Headlines Email	Contact Number	Posting Date	Delivery Fee	Total Amount	Order Instructions	Invoice Date	Payment Method	Date Created	Order	Logistics Company	Driver ID	Range	Date Delivered
ETI-Info Information Unit Customer Complaint	etinfo@buildhub.ph	0905445476	08/08/2024	3,870.00	10,000.00		08/08/2024	RRAY	08/08/2024	Buildhub - Commercial	Buildhub Logistics	EDGEN ADALDE	CSN 707	08/08/2024
CLARE Complaint Unit Repair Training	clare@buildhub.ph		08/08/2024	2,800.00	10,199.00		08/08/2024	Build Credit	08/08/2024	Buildhub - Commercial	Buildhub Logistics	EDGEN ADALDE	CSN 707	08/08/2024
Commerce Partners and Construction Supply and Services	commerce@buildhub.ph		8/10/2024	2,343.00	79,300.00		8/10/2024	Build Credit	08/08/2024	Buildhub - Commercial	Buildhub Logistics	EDGEN ADALDE	CSN 707	8/10/2024

Please note that any salary payment requests submitted without these complete attachments will not be processed. Incomplete attachments will result in the non-payment of salary.

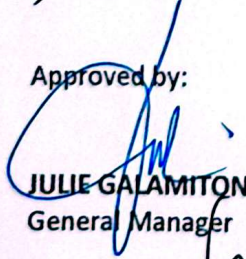
Furthermore, it is strictly enforced that **NO DELIVERY APP, NO PAYMENT.**

Thank you for your attention to this matter.

Best Regards

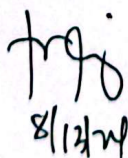

RICHELLE LATOJA

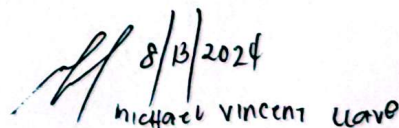
Approved by:

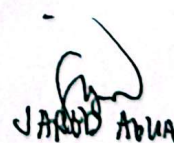

JULIE GALAMITON
General Manager


RICHARD B. LIM JR
Managing Director


Fizza Ome
8/13/24


Tregio
8/12/24


Michael Vincent Uave
8/13/2024


JARRO ABUA