

MEMORANDUM

SERIES: MD08092024-01

DATE: AUGUST 09, 2024

TO: ALL EMPLOYEES UNDER THE SUPPLY CHAIN DEPARTMENT ESPECIALLY THE WAREHOUSEMEN, the RELEASING OFFICER and the FINANCE HEAD

FROM: Management

SUBJECT: Revised "NO RO - NO REL" POLICY under SERIES MD12122022-01

Please be informed that the company specifically stands and will specifically implement on all warehouses the NO RO-NO REL Policy.

All outgoing stocks must have a corresponding RELEASE ORDER sent via BUILDHUB CHAT (in the respective Releasing Groups) or EMAIL by the Releasing Officer of the Pasig Head Office to the Warehousemen and Security Guard on Duty. Whatever amount or classification of stock is stated, the same is to be released. Otherwise the stocks may not be released.

Pictures to be uploaded in the Releasing Group:

- ❖ Clear Pictures of DR (Delivery Receipt) with:
 - RO Number must also be written on the corresponding DR
 - ORD number
 - Truck Plate number
 - Warehouseman name and signature
 - Driver's name with signature (for delivery)- must be written below the warehouseman's name
 - Customer's name and signature (for customer's pick up)- must be written on the authorized signature's field/side
- ❖ • Truck picture with visible plate number
- ❖ • Truck picture with the loaded item
- ❖ • Driver's ID or Customer's ID

This NO RELEASE ORDER (R.O) NO RELEASE "NO RO-NO REL" Policy will be strictly implemented, with the only exemption of being given the expressed direct instructions by one of the company's directors (including REL, PBL, RML, RLI, RAL, RCL, TJS). The burden of proof shall fall on the Warehouseman and the Security Guard on Duty.

FAILURE TO COMPLY WILL LEAD TO LEGAL ACTION BY THE MANAGEMENT AGAINST THOSE RESPONSIBLE

Ipinapaalam sa lahat na ang kompanya ay naninindigan at mahigpit na ipapatupad sa lahat ng bodega nito ang NO RO-NO REL Policy.

Ang mga produkto o stocks na ilalabas sa bodega ay kinakailangang mayroong katumbas na RELEASE ORDER na ipapadala sa BUILDHUB CHAT (sa mga naangkop na Releasing Groups) or EMAIL mula sa Releasing Officer ng Pasig Head Office para sa Warehouseman at Security Guard on Duty. Kung ilan at anong klaseng produkto o stock ang nakalagay sa RO, ganun din dapat ang ikakarga o ilalabas sa bodega. Kung walang RO bawal ang paglabas ng mga produkto o stock.

Mga Litrato na luupload sa Releasing Group:

- ❖ Malinaw na Litrato ng DR (Delivery Receipt) na may:
 - RO Number na nakasulat sa kaukulang DR
 - ORD Number
 - Truck Plate Number
 - Pangalan at pirma ng Warehouseman
 - Pangalan at pirma ng Driver (para sa delivery) - dapat nakasulat sa ibaba ng pangalan ng warehouseman



- Pangalan at pirma ng Customer (para sa pick-up ng customer) - dapat nakasulat sa field/side ng authorized signature
- Litrato ng Truck na kita ang Plate Number
- Litrato ng Truck na may nakargang item
- ID ng Driver o ID ng Customer

Itong NO RELEASE ORDER (R.O) NO RELEASE "NO RO-NO REL" Policy ay magiging strikto ang pagpatupad. Isang exemption lang ang pagbigay ng direktang instruction mula sa mga director ng kompanya (REL, PBL, RML, RLJ, RAL, RCL, TJS). Kailangan ma-ipatunay na talagang may instruction.

ANG PAGLABAG NITO AY MAGIGING DAHILAN PARA KASUHAN NG KOMPANYA ANG MGA KASABWAT SA PAGLABAG.

By:



RICHARD B. LIM JR.
Managing Director



TIMOTHY JAMES S. SYQUIATCO
Co-Managing Director

8/22/24
ABBIGAIL DANGBU

8/22/24
Lilet Tandingan

8/22/24
MARY JANE TAMPON

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RICHARD LIM JR.

