

**MEMORANDUM**

Memorandum Circular No. 2019-005

To: All Employees  
From: Administration Department  
Date: September 4, 2019  
Subject: Pest Control

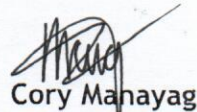
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To keep the building pest free, please be advised that there will be pest control treatment on all Saturdays of September 2019 at 8:00 am to 12:00 pm. See table below for your reference:

DATE	FLOOR
September 7, 2019 (Saturday)	Level 10 & 11
September 14, 2019 (Saturday)	Level 4 & 5
September 21, 2019 (Saturday)	Level 6 & 12
September 28, 2019 (Saturday)	PENTHOUSE

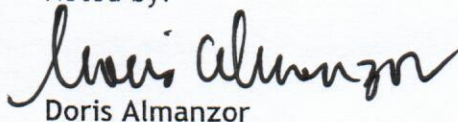
Please do not leave any food and ensure your things are kept inside your mobile pedestals.

Thank you for your cooperation.

  
Cory Manayag

Senior Admin Manager

Noted by:

  
Doris Almanzor

Chief Operating Officer