



TCLS Mortgage Processing Center of America, Inc  
10th Floor Unit 1001  
Summit One Office Tower  
530 Shaw Blvd. Mandaluyong City

Memorandum #03-2019

February 05, 2019

**FROM: MA. RAMELYN ALABA**  
Office Manager

**TO: ALL TCLS MORTGAGE EMPLOYEES**

**SUBJECT: PROTOCOL ON STORAGE & USE ON CELLPHONES**

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Dear TCLS Employees,

In connection to our commitment to comply with the Privacy Act and to comply with the security policy of the Corporate Office, the following are the office protocol regarding storage and use of cellular phones:

- 1- Cellphones and Smart watch **MUST** be stored on the assigned employee's locker **ONLY**
- 2- Use of cellphone is only authorized outside of the office premises, unless it is an Official Business.  
Effective immediately, **NO ONE** should use mobile phones even on the pantry at any time.

Violation of the above policy is a ground for **TERMINATION**.

Your full cooperation is highly required.

A handwritten signature in blue ink, appearing to read 'Ramelyn Alaba', written over the typed name.

MA. RAMELYNM ALABA  
Office Manager

cc: Office of the President  
: Corporate Office, IT department