

Internal Memorandum

A centralized collection of all company-issued internal memorandums, including policies, procedures, announcements, guidelines, and administrative directives.

- [Internal Memo No.: HR-2026-001_Online Overtime Filing System](#)
- [Internal Memo No.: HR-2026-002_Guidelines on Rest Day Overtime \(RDOT\) Request](#)
- [Internal Memo No.: HR-2026-003_Maintaining a Professional Work Environment](#)
- [Internal Memo No.: HR-2026-003.1_Implementation of Cash Advance Request Form](#)
- [Internal Memo No.: HR-2026-004_Philhealth Yakap Orientation and Registration](#)
- [Internal Memo No.: HR-2026-005_Transition to the Performance Achievement Program](#)
- [Internal Memo No.: HR-2026-006_Policy on Company Loan](#)

Internal Memo No.: HR-2026-001_Online Overtime Filing System

Memo No.: HR-2026-001

Date: July 3, 2026

To: All Employees

From: HR Department

Subject: Implementation of Online Overtime Filing

In line with the Company's commitment to improving efficiency, accuracy, and transparency in payroll processing, HR Department shall be implementing the Online Overtime Filing System, effective immediately.

All employees are required to follow the guidelines and procedures below when requesting and filing overtime work.

I. Manner of Filing

All overtime requests must be submitted through the Company's Online Overtime Filing Form by following these steps:

Step 1. Access the Online Overtime Filing Form by scanning the official QR Code or visiting the link: <https://docs.google.com/forms/d/e/1FAIpQLSdxVgjzbmvlQdYe6OsPVxyZuUCdyBjtZWVzZYr52nja7PLbw/viewform?usp=dialog>



Step 2: Complete the Online Form by providing accurate and complete information, including but not limited to:

- Employee Name
- Email address
- Date of Overtime
- Time In and Time Out
- Total Overtime Hours
- Reason for Overtime
- Approving Manager

Employees are responsible for ensuring that all information submitted is correct. Inaccurate submissions may result in delays or disapproval of the overtime request.

II. Deadline for Filing

To ensure proper approval and payroll processing, employees must observe the following deadlines:

A. Planned Overtime

All overtime requests must be filed on the same day before the intended overtime work is rendered.

Employees shall not render overtime work without prior authorization from their Immediate Superior.

Overtime work shall only be rendered when it is required by operational needs and specifically instructed or authorized by the Immediate Superior.

B. Emergency Overtime

Emergency overtime refers to situations where employees are unexpectedly instructed by their Immediate Superior or the Management to extend their working hours due to urgent operational requirements.

In such cases:

- Employees may immediately render the authorized overtime work as instructed by their Immediate Superior or Management.
- The Online Overtime Filing Form must be completed immediately after the overtime has been rendered.

III. Approval Process

The submitted request will automatically be routed to the indicated Immediate Superior for review and approval.

Every submitted overtime request shall undergo review and approval by the employee's Immediate Superior. Only overtime requests that have been properly filed through the Online Overtime Filing Form and approved by the Immediate Superior shall be considered valid for payroll processing.

Approved overtime shall be paid in accordance with Company policy and applicable labor laws.

Overtime requests that are not submitted through the Online Overtime Filing; filed beyond the prescribed deadline without valid justification, contain inaccurate or incomplete information, or are not approved by the Immediate Superior shall not be eligible for overtime compensation.

IV. Employee Responsibility

Employees are expected to:

- Submit overtime requests honestly and accurately.
- Observe all filing deadlines.
- Obtain the necessary approval before rendering planned overtime.
- Coordinate with their Immediate Superior regarding any concerns related to overtime work.

Immediate Superiors are likewise responsible for reviewing overtime requests promptly and ensuring that only necessary, reasonable, and duly authorized overtime work is approved.

V. Effectivity

These guidelines shall take effect immediately and shall apply to all employees without exception. Employees who rendered overtime on July 1 and July 2, 2026 may likewise submit their overtime requests through the Online Overtime Filing System.

Strict compliance is expected from everyone. Failure to observe these procedures may result in the disallowance of overtime pay and other appropriate administrative actions in accordance with Company policies.

For questions or assistance regarding the Online Overtime Filing System, please contact the HR Department.

Thank you for your cooperation.

Human Resource

Internal Memo No.: HR-2026-002_Guidelines on Rest Day Overtime (RDOT) Request

Memo No.:HR-2026-002

Date: July 15, 2026

To: All Employees

From: HR Department

Subject: Guidelines on Rest Day Overtime (RDOT) Request

To ensure proper manpower planning, approval control, and accurate payroll processing, all employees are required to comply with the following guidelines regarding Rest Day Overtime (RDOT).

1. Purpose

The Rest Day Overtime Request Form serves as the official document authorizing an employee to render work on their scheduled rest day. This form is the basis of the HR Department in validating and processing payment for Rest Day Overtime.

2. Filing Timeline

A. Planned Rest Day Work

The Rest Day Overtime Request Form must be submitted at least one (1) to two (2) calendar days before the scheduled rest day.

The request must be reviewed and approved by the employee's Immediate Superior before the employee reports for duty.

B. Emergency or Urgent Situations

In cases where work is required due to emergencies, urgent operational requirements, network outages, critical incidents, or other unforeseen circumstances:

Employees may report for duty on their rest day without a prior filed request, provided that they have received a direct instruction or authorization from Management or their Immediate Superior.

The corresponding Rest Day Overtime Request Form shall then be accomplished and submitted immediately after the rest day duty, preferably on the next working day.

3. Authorization Requirement

Employees are strictly prohibited from reporting for work on their scheduled rest day without prior authorization from their Immediate Superior or Management.

Reporting for duty on a rest day based solely on the employee's personal decision or initiative shall not be considered an authorized Rest Day Overtime.

4. Basis for Rest Day Overtime Payment

The approved Rest Day Overtime Request Form serves as the official basis for HR and Payroll to process Rest Day Overtime compensation.

Accordingly:

- Attendance alone does not automatically qualify an employee for Rest Day Overtime pay.
- Employees who rendered work on their rest day without an approved or subsequently authorized Rest Day OT Request shall not be entitled to Rest Day Overtime compensation, regardless of their attendance.

5. Employee Responsibility

All employees are expected to:

- Secure approval before rendering work on their scheduled rest day whenever practicable.
- Follow the prescribed filing timeline.
- Immediately complete and submit the required RDOT Request Form after emergency rest day work, when applicable.
- Coordinate with their Immediate Superior regarding all Rest Day Overtime schedules.

Failure to comply with these procedures may result in the non-processing and non-payment of Rest Day Overtime.

6. Management Responsibility

Immediate Superiors and Department Heads are responsible for:

- Ensuring that Rest Day work is necessary and operationally justified.
- Authorizing employees prior to rendering Rest Day work, except during legitimate emergencies.
- Reviewing and approving RDOT Requests promptly to avoid delays in payroll processing.

7. Effectivity

These guidelines shall take effect immediately and shall apply to all employees of Imperial Network Inc.

Rest Day Overtime Request Form (Annex A) shall be used for all Rest Day Overtime requests. No other form shall be accepted unless otherwise authorized by the Human Resources Department.

Strict compliance is expected from all employees. The Rest Day Overtime Request Form is an official payroll document and serves as the primary basis for HR in processing RD Overtime compensation. Failure to comply with these guidelines may result in the disapproval of the Rest

Day Overtime claim.

Annex A – Rest Day Overtime Request Form:

		IMPERIAL NETWORK INC. RESTDAY OVERTIME REQUEST	
EMPLOYEE NAME:		FILING DATE:	
POSITION:		DEPARTMENT:	
Applicable Date of Restday Overtime:			
Purpose/Reason of Overtime:			
Employee's Signature:		Date:	
Approved by:		Noted by:	
Immediate Superior		HR Department	
<i>Rendered Overtime will not be paid if this form is not submitted 1-2 days prior the applicable date.</i>			

For your guidance.

Human Resource

Internal Memo No.: HR-2026-003_Maintaining a Professional Work Environment

Memo No.:HR-2026-003

Date: July 16, 2026

To: All Employees

From: HR Department

Subject: Maintaining a Professional Work Environment

To foster a positive, respectful, and productive workplace, all employees are reminded to maintain professionalism at all times while on company premises and during work-related activities.

All employees are reminded to observe the following:

- Treat co-workers, clients, visitors, and business partners with courtesy and respect at all times.
- Use professional and appropriate language while in the workplace and during work-related activities.
- Avoid gossip, harassment, bullying, intimidation, discrimination, disruptive behavior, or any conduct that creates an uncomfortable or hostile work environment.
- Maintain proper decorum and refrain from actions that may negatively affect the Company's image or workplace morale.
- Keep work areas clean and organized and comply with all Company policies, procedures, and lawful directives from management.

Employees found to have violated this policy shall be subject to the appropriate disciplinary action in accordance with the Company's Code of Conduct, Employee Handbook, and existing Company policies.

Depending on the nature, severity, and frequency of the violation, disciplinary measures may include:

- Verbal Counseling
- Written Warning
- Suspension
- Termination of Employment, where warranted and in accordance with due process and applicable labor laws

Management reserves the right to investigate any reported violation and impose the appropriate disciplinary action after observing due process.

Let us all contribute to maintaining a respectful, professional, and productive workplace. Your full cooperation is expected and appreciated.

Human Resource

Internal Memo No.: HR-2026-003.1_Implementation of Cash Advance Request Form

To: All Employees

Subject: Implementation of the New Cash Advance (CA) Request Form

To strengthen our internal controls and standardize the processing of employee cash advance requests, the Company will implement a new Cash Advance (CA) Request Form, effective today, July 9, 2026.

The new form is designed to ensure that all cash advance requests are properly documented, verified, and approved before release.

Guidelines:

All employees requesting a cash advance must accomplish the new Cash Advance Request Form completely.

The following information must be provided:

- Employee Name
- Position
- Date Hired
- Amount Requested
- Purpose/Reason for the Cash Advance

The employee must sign the declaration acknowledging that the cash advance shall be subject to liquidation and/or payroll deduction in accordance with the Company's policies.

The accomplished form shall be submitted to the HR Department for verification.

After HR verification, the request shall be forwarded to the Finance Department for final approval and processing. Incomplete or unsigned forms will not be processed.

For questions or clarification regarding the new procedure, please coordinate with the HR Department.

Your cooperation and compliance are highly appreciated.

Human Resource

Internal Memo No.: HR-2026-004_Philhealth Yakap Orientation and Registration

Please be informed that we will be conducting the PhilHealth YAKAP Orientation and Registration tomorrow,
July 24, 2026 (Friday) from 8:30 AM to 9:00 AM.

To ensure a smooth and faster registration process, all employees are requested to download, install, and register in the eGovPH App on their mobile phones before the scheduled orientation and registration.

Kindly be present during the scheduled time. For any questions or assistance, please coordinate with the HR Department.

Thank you for your cooperation.

Human Resource

Internal Memo No.: HR-2026-005_Transition to the Performance Achievement Program

I. PURPOSE

As part of the Company's continuous restructuring and process improvement initiatives, Management remains committed to driving greater and sustainable growth across the entire organization. One of these initiatives is the enhancement of our employee recognition and reward system to better align individual, team, and organizational performance with the Company's long-term objectives.

In line with this commitment, Management will transition from the existing incentive arrangement to the Performance Achievement Program.

The Performance Achievement Program recognizes that the Company's success is built through the combined efforts of all employees and departments. It aims to establish a fair, transparent, and sustainable performance-based reward system that recognizes meaningful contributions while supporting the Company's long-term growth.

II. GUIDELINES

Effective August 16, 2026, the current incentive arrangement will be discontinued as part of the Company's transition to the Performance Achievement Program.

Management is currently finalizing the Performance Achievement Program, which will provide eligible employees with the opportunity to be recognized and rewarded based on Company, Team/Department, and Individual Performance.

The complete program guidelines, performance criteria, evaluation process, and bonus structure are expected to be released on or before September 01, 2026, subject to Management approval.

III. PERFORMANCE ACHIEVEMENT PROGRAM

The Performance Achievement Program shall be based on the following components:

1. Company Performance – Achievement of the Company's overall business goals and performance targets.

2. Team/Department Performance – Applicable only to selected departments where performance is primarily measured through collective team outcomes (e.g., Field Engineering, Customer Support, and other departments as determined by Management). This component does not apply to positions whose performance is primarily measured through individual achievements, such as Sales.

3. Individual Performance – Employee's productivity, quality of work, and achievement of assigned KPIs.

Employees are encouraged to discuss any questions or clarifications regarding this transition with their immediate supervisor. Supervisors will coordinate with Management and the HR Department to ensure that concerns are addressed consistently and appropriately.

We sincerely appreciate everyone's continued commitment, cooperation, and support as we implement these organizational improvements. The Performance Achievement Program is part of our continuing efforts to build a stronger, high-performing, and sustainable organization where employee contributions are recognized in a fair, transparent, and meaningful manner.

Further details of the Performance Achievement Program, including the complete guidelines and implementation framework, will be communicated separately upon Management's approval.

For everyone's information and guidance.

Human Resource

Internal Memo No.: HR-2026-006_Policy on Company Loan

Memo No.:HR-2026-006

Date: August 10, 2026

To: All Employees

From: HR Department

Subject: Policy on Company Loan

I. PURPOSE

To provide eligible employees with access to financial assistance for legitimate and reasonable personal needs, while ensuring responsible borrowing, proper repayment, and effective management of the Company's funds.

II. SCOPE

This policy applies to all regular employees of the Company who meet the eligibility requirements and comply with the Company's prescribed loan application and approval process.

III. ELIGIBILITY

1. Company Loans are available to regular employees only.
2. Probationary, temporary, casual, project-based, contractual, and other non-regular employees are not eligible to apply.
3. An employee must have no existing active Company Loan, except when the existing loan qualifies for early full settlement under this policy.
4. The employee must comply with all application, documentation, approval, and repayment requirements.

IV. LOANABLE AMOUNT

1. The maximum Company Loan shall generally be equivalent to one (1) month of the employee's basic monthly salary.
2. A loan amount exceeding one (1) month of basic salary may be considered only under exceptional and justifiable circumstances, such as family emergencies, financial assistance due to natural disasters or calamities, or other significant and unforeseen financial needs.
3. Any loan exceeding the standard limit shall be subject to case-to-case evaluation and approval by Management and must be supported by sufficient and appropriate documentation.

4. Approval shall not be automatic or considered an employee entitlement. Management may approve, reduce, or deny the requested amount based on the validity of the need, supporting documents, and the employee's capacity to repay.
5. Requests without sufficient justification or supporting documents may be denied.

V. EXCEPTIONAL LOAN

A loan exceeding one (1) month of basic salary may be considered only under exceptional and justifiable circumstances, such as:

- 5.1 Family emergencies;
- 5.2 Financial assistance resulting from natural disasters or calamities;
- 5.3 Significant damage to the employee's residence or property; or
- 5.4 Other significant and unforeseen financial needs.

An exceptional loan must be supported by appropriate documentation and shall be subject to case-to-case evaluation and approval by Management.

Approval is not automatic. Management may approve, reduce, or deny the requested amount based on the validity of the need, supporting documents, repayment capacity, and other relevant considerations.

VI. LOAN TERM

- 6.1 The maximum repayment period is twelve (12) months or one (1) year.
- 6.2 The approved payment term shall be stated in the Company Loan Agreement.
- 6.3 Repayment shall generally be made through automatic payroll deduction.

VII. ONE ACTIVE LOAN POLICY

- 7.1 An employee may have only one (1) active Company Loan at a time.
- 7.2 An employee cannot apply for another Company Loan while the existing loan has an outstanding balance.
- 7.3 A new loan may only be applied for once the existing loan has been fully paid and has a zero balance

Early Full Settlement: An employee may request to fully settle the existing loan once the outstanding balance reaches twenty-five percent (25%) or less of the original approved loan amount. Upon approval of the request the remaining balance shall be fully settled from the employee's salary, subject to applicable payroll rules, and the loan must result in a zero balance before a new loan may be applied for.

VIII. LOAN AVAILABILITY AND CAPACITY CONTROLS

To ensure responsible management of the Company's loan funds and maintain sufficient financial capacity, the following limits shall apply:

- 8.1 The Company shall allow a maximum of ten (10) active Company Loan borrowers at any given time.
- 8.2 The Company shall approve a maximum of three (3) new Company Loans per month.

8.3 Once the maximum number of active borrowers or monthly approvals has been reached, new applications may be deferred to the succeeding month or until loan capacity becomes available, subject to the Company's evaluation and approval process.

8.4 Meeting the eligibility requirements does not guarantee immediate approval. All applications remain subject to the Company's available loan capacity, monthly approval limit, evaluation, and Management approval where applicable.

8.5 The maximum number of active borrowers and monthly approvals may be reviewed and adjusted by Management based on the Company's financial capacity, operational requirements, and overall loan fund availability.

IX. APPLICATION, APPROVAL, AND REPAYMENT

9.1 All Company Loan applications shall be processed through the Human Resources Department using the prescribed application form and required supporting documents.

9.2 HR shall verify the employee's eligibility, existing loan balance, requested amount, repayment capacity, and completeness of requirements before endorsement for approval.

9.3 Approval of a Company Loan is not automatic. The Company may approve, partially approve, defer, or deny any application. Loans exceeding one (1) month of basic salary require Management approval and sufficient supporting justification.

9.4 Upon approval, the employee shall sign the required Company Loan Agreement and payroll deduction authorization. Loan repayments shall be made through salary deductions based on the approved payment schedule.

X. SEPARATION FROM EMPLOYMENT

In the event that an employee resigns, is terminated, retires, or otherwise separates from the Company while a Company Loan remains outstanding, the remaining loan balance shall be subject to full settlement upon separation.

The outstanding balance shall be deducted from the employee's final pay to the extent legally permissible and subject to the employee's signed Loan Agreement and applicable laws and regulations.

If the employee's final pay is insufficient to fully settle the outstanding balance, the remaining amount shall remain a valid and collectible obligation of the employee to the Company.

Any arrangement for the settlement of the remaining balance shall be subject to the Company's discretion and shall not be considered an automatic right or entitlement of the separating employee.

The Company reserves the right to take appropriate and lawful measures to recover any unpaid balance in accordance with the employee's Loan Agreement and applicable laws.

XI. FALSE INFORMATION OR MISREPRESENTATION

Submission of false information, falsified documents, or any attempt to circumvent the Company's loan policy may result in denial or cancellation of the loan and may be subject to appropriate administrative action.

XII. MANAGEMENT DISCRETION

The Company reserves the right to approve, deny, reduce, defer, or impose conditions on any Company Loan application based on the employee's eligibility, financial need, repayment capacity, supporting documents, and the Company's financial and operational considerations.

Approval of a particular loan shall not create an automatic entitlement or precedent for other employees.

XIII. POLICY AMENDMENT

The Company reserves the right to amend, revise, suspend, or discontinue this policy as necessary. Any changes shall be properly communicated to affected employees.

XIV. EFFECTIVITY

This policy shall take effect immediately, and shall remain in force until amended, superseded, or revoked by the Company.

For your guidance.

Human Resource