

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

Revision #2

Created 2026-07-18 08:32:53 UTC by Maricar

Updated 2026-07-18 08:35:25 UTC by Maricar