

MEGAWORLD CORPORATION

MEMO: 003

TO: All Concerned

From: Training and Business Development Group

Date: December 04, 2017

Re: Revised policy on borrowing of keys

Please see guidelines below for your reference.

POLICY ON REQUEST FOR KEYS

This policy is intended to properly monitor all requests for unit viewing and borrowing of keys. Every requestor is required to comply with these procedures and guidelines to align with the process.

1. Request must be submitted to the **TRAINING AND BUSINESS DEVELOPMENT** at least 2 days before the date of unit viewing. (Example: If the viewing falls on a Wednesday, request must be forwarded on or before Monday. This is implemented to give ample time to secure the unit.
2. Request must be approved by the VP of the region and be sent to the custodian of the key via email with the following format:
 - Name of client/prospect
 - Name of the SA/CM/Authorized Representative
 - Project
 - Type of unit
 - Unit details
 - Date/Time of viewing

Please email the request to the ff. TBD personnel only:

Randolf Rivera (trainingbd10.mwi@gmail.com)

Jolo Saranillo (trainingbd6.mwi@gmail.com)

3. If custodian is unavailable to pick up the keys, Country Managers or Sales Assistants may claim the keys directly from Strategic Planning Group. He/she may secure an authorization from the custodian of the key and present it to Ms. Diane Lagrada or Ms. Mariel Malaki of SPG. Direct coordination with SPG without authorization from custodian is strictly prohibited. Another option is to secure an email from key custodian to SPG officer in charge before proceeding to SPG office.
4. Keys must be returned to the TRAINING AND BUSINESS DEVELOPMENT within 24 hours from the date of unit viewing. Keys can also be directly returned to SPG on a case to case basis.

5. The borrower is responsible for all the keys. He/she will be liable for any loss or damage to the keys and will be charged a fine of Php 2,000 per Key. As per MEMO released by SPG last May 23, 2017, the following rates will be imposed as deposit.

Quantity		Amount
1-2 Pcs	–	Php 500
3-5	–	Php 1,000
6 pcs and up	–	Php 2,000

- Borrower will leave his/her I.D together with the fee
- The requesting region shall shoulder the above-mentioned fees.
- Borrower will get back the refund and the I.D immediately right after the key is returned, provided he/she complies with the policies and procedures.
- Late returns will incur a fine of Php 500 per day, per key.

6. Schedule of pick up and return of keys:
*Monday to Thursday (8:30am – 5:00pm)
*Friday (8:30am – 4:30pm)

Prepared by:

Randolf S. Rivera
Training and Business Development – Supervisor

Noted By:

Gerard Jude R. Vito
Training and Business Development – Senior Asst. Vice President