
MEMO

To : All Employees

From : CFO/President

Date : July 23, 2012

Copy : COO/Division/Department Heads/
IT Head

Re : Policy on Information Security

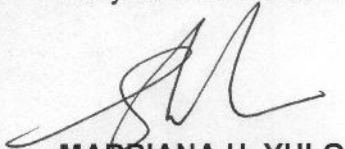
To ensure the confidentiality of Company information, all employees are required to lock their computers whenever they leave their work station. This can be easily done by pressing CTRL+ALT+DEL simultaneously and clicking 'Lock this Computer' OR pressing Windows key together with 'L'.

This practice will ensure that all files cannot be viewed by others, and will protect Alphaland from any information leakage, especially for confidential information.

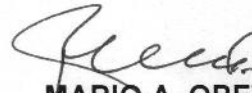
For any concerns and assistance on how to do the subject procedure, you may contact the IT department.

By a copy of this memo furnished to all the Division/Department Heads, you are enjoined to make sure that locking of computers by your respective staffs every time they leave their seats is in practice in your department/division.

For your information and guidance.



MARRIANA H. YULO
Chief Finance Officer



MARIO A. ORETA
President

Cf: HR File