



## MEMORANDUM

---

|                |                                     |                 |                            |
|----------------|-------------------------------------|-----------------|----------------------------|
| <b>To</b>      | <b>: RCBC Plaza Tenants</b>         | <b>Date</b>     | <b>: November 10, 2015</b> |
| <b>From</b>    | <b>: Property Management Office</b> | <b>Ref. No.</b> | <b>: PMO-AMM-2015-81</b>   |
| <b>Subject</b> | <b>: APEC Summit</b>                |                 |                            |

---

Message:

Please be advised that per Presidential Proclamation No. 1072, **November 18 and 19, 2015**, is declared as a *Special Non-working Holiday* throughout the country in observance of the APEC (Asia-Pacific Economic Cooperation) Summit.

In view of this, all services in the building are available during the above date except for air-conditioning; an approved Air-Conditioning Request Form should be secured if you intend to use the system. For concerns during Holidays, you may call the Security Department at 887-4941 loc. 101 & 104.

Noted by:

A handwritten signature in black ink, appearing to read "Evaristo Medina", written over a horizontal line.

**ENGR. EVARISTO MEDINA**  
Property Manager

*Cc: Tenant Relations Department  
Security Department*