



## MEMORANDUM

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**To** : RCBC Plaza Tenants **Date** : 12 September 2019

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**From** : Property Management Office **Ref. No.** : PMO-TRM-2019-09

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**Subject** : Changes to the PMO Telephone Numbers

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Dear Tenants,

We wish to inform you that we are changing our PMO telephone numbers to the new 8-digit format beginning **October 6, 2019**.

Please refer to our new telephone numbers on the table below.

	From	To
<b>PMO Trunk Line</b>	887-4941	<b>8887-4941</b>
<b>Helpdesk Direct Line</b>	757-2395	<b>7757-2395</b>
<b>Security Direct Line</b>	729-4838	<b>7729-4838</b>

Also, please take note of the important local numbers of the PMO Trunk Line:

	For	Local Number
<b>Helpdesk</b>	Building facilities and services concerns/requests	<b>121</b>
<b>Accounting</b>	Billing inquiries and concerns	<b>115, 126, 119</b>
<b>Leasing</b>	Office, Retail, and Events	<b>110, 120, 147</b>
	Parking	<b>138, 139, 140</b>
	CPR Auditorium	<b>111</b>

Thank you.

Yours Sincerely,

  
**Jonah Ramirez**  
Tenant Relations Manager  
RCBC Plaza