



MEMORANDUM

To	: RCBC Plaza Tenants	Date :	29 November 2019
From	: Property Management Office	Ref. No. :	PMO-TRM-2019-19
Subject	: Building Electrical Upgrade – Coordination Meeting		

Dear Tenants,

Further to our continuous efforts in upgrading the Building's electrical system, two (2) major projects are currently underway that would entail scheduled 25-minute power interruptions per floor.

A coordination meeting with the tenants is set on **Wednesday, December 4th 2019, 2:00 p.m.**, at the DLSU-YIAS Case Room, 5th Floor Tower II, to discuss the schedule of activities, scope of work, and possible impact to the tenants' operations. We strongly urge your office to send its Facilities and/or IT/Admin Representative/s to the coordination meeting where we can address any questions your office may have regarding the activities.

Should you have queries or clarifications, please do not hesitate to contact our Helpdesk at telephone number 8887-4941 loc. 121 or email address helpdesk@rcbcplaza.com.ph.

Thank you in advance for your usual kind cooperation. Your attendance is highly anticipated.

Yours Sincerely,

Jonah Ramirez
Tenant Relations Manager
RCBC Plaza