



**MEMORANDUM**

To : All Teams  
From : On-Line Group – Management Information System Team  
Subject : Mobile Postpaid Guidelines  
Date : June 25, 2022

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Sulit na araw!

This is to inform All concerned teams that in line with policy number MIST-2022-011 or the Mobile Postpaid Policy under clause number 5.3.1 and 6.3.1 or the MIS recommendation referring to Mobile postpaid Application.

**I. Objective**

To increase work efficiency through standard communication tools.

**II. Scope**

This protocol applies to all Managers, Officers, branches, and departments of CVM Finance & Credit Corporation

**III. Coverage**

The company will provide a package of communication plan stated for the following:

- a. Branches – Plan with sim and handset ranging from Php800.00 - Php1,100.00
- b. Department – Plan with sim and handset ranging from Php800.00 - Php1,100.00
- c. Junior Officers – Plan with sim ranging from Php300.00 - Php600.00
- d. Senior Officers – Plan with sim and handset ranging from Php800.00 - Php1,100.00
- e. Junior Managers – Plan with sim and handset ranging from Php800.00 - Php1,100.00
- f. Senior Managers – Plan with sim and handset ranging from Php800.00 – Php1,800.00
- g. President – Plan with sim and handset ranging from Php1,700.00 – Php2,000.00
- h. Others – Customized plan upon approval of team head, OLG manager and FAST manager in which may depends on business needs.

**IV. Terms and Conditions**

1. Account holder shall always safekeep the mobile phone and maintain in good condition. Any damage to the mobile device, outside of reasonable wear and tear, is responsibility of the account holder. The company will not be liable for any loss or damage due to negligence of the account holder. In such event, replacement of the handset will only occur upon renewal of the line. Else, account holder will replace it with unit having the same value and specification.
2. Transferring of line to other name must include all the bundles received by the previous account holder and must have a duly signed "Company Phone Agreement" form.

3. After completion of contract from both Mobile provider and CVM Finance and Credit Corp. set usability duration, the mobile handset will be awarded to the user. However, renewed/upgraded lines from branches/departments must be turn-over to MIS.

*Note: CVM Finance set usability duration is within the contract terms of Mobile provider which is 24 months. May subject to change depending on the contract terms.*

4. Renewed/upgraded account which tend to receive their new smartphone handset may kept their old unit. However, handset from branch or department must be turned over to MIS for proper disposal or auction of the device.
5. In an event that the user will resign or be terminated in any reason, handset and its bundled particulars including the sim card and charger must be turned over to MIS.
6. FST and OPSAT monitors the billings/SOA and reserves the right to deduct the charges for any personal calls of the account holder.

## **V. Usage**

1. Postpaid features are:
  - a. Unlimited calls to all networks (Smart Plans) or to same network (Globe Plans)
  - b. Unlimited text to all networks (Smart and Globe Plans)
  - c. Unlimited landline calls (Smart Plans)
  - c. Access to FB and Viber through allocated or consumable data
2. As of this writing, unlimited calls to all networks are available to all Smart Plans. However, may generate additional charges with Globe Plans. With that, it is not advisable to use Globe lines for calling to another network.
3. It is the account holder's accountability to use the Company issued phone strictly for official business transactions only. No personal images, photos and videos are to be used, taken and other mobile applications not limited to FB Messenger, Viber and Skype be downloaded for security purposes and to save mobile memory space. Otherwise, seek approval from Account Holder's Junior Officer, Operations Manager or Team Head and MIS.
4. Safe keeping must be observed to the following account holder follows:
  - a. Branch – Must be used only inside the branch, and be kept and stored inside the vault/steel cabinet after office hours.
  - b. Department – Must be kept and stored Inside a cabinet/drawer after office hours.
5. In case of damaged, lost or theft, report immediately to MIS and must submit an Incident Report signed by Junior Officer/Operations Manager for further review and investigation.
6. Company handset is allowed to connect with branch WIFI.

This memo will take effect starting on July 1, 2022.

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Sulit na Salamat!

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