MEMORANDUM

TO: ALL POEA OFFICIALS AND EMPLOYEES

SUBJECT: UPDATING OF LANDBANK RECORDS

DATE: 16 May 2008

Relative to BSP (Bangko Sentral ng Pilipinas) regulations, the Land Bank of the Philippines (LBP) shall update the records of its clients/customers. In view of this, all concerned are hereby advised to do the following:

1. Accomplish the LBP Customer Information Sheet (CIS) that may be secured from the Cash Division;

2. Proceed to the LBP Field Office at the POEA Main Lobby to update your respective signature cards and present/submit the following:
   a. duly accomplished CIS
   b. one I. D. picture (1" x 1")
   c. two valid I.D.'S (originals and photocopies)
   d. marriage contract (original and photocopy) for those with changes in civil status.

Everyone is also enjoined to observe the following schedule:

<table>
<thead>
<tr>
<th>MAY</th>
<th>19</th>
<th>20</th>
<th>21</th>
<th>22</th>
<th>23</th>
</tr>
</thead>
<tbody>
<tr>
<td>3:00 - 5:00 P.M.</td>
<td>LRO</td>
<td>PSO</td>
<td>WEO</td>
<td>AO</td>
<td>GASS</td>
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</tbody>
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For information and guidance.

CARMELITA S. DIMZON
Deputy Administrator for Management Services

CONTROLLED AND DISSEMINATED
BY CRD ON MAY 16 2008