Unit 411 Melbourne Residences, 11 Sen. Gil J. Puyat Ave., Palanan, Makati City

REFERENCE NO : HRD-M001-2024

TO:	ALL EMPLOYEES	**DATE:**	February 28, 2024
FROM:	HUMAN RESOURCES	**NO. OF PAGES:**	2
SUBJECT:	**Work From Home Backup Internet Service**		

Dear Team,

A pleasant day to all of you.

This is in line with MCVO Talent Outsourcing Services' goal to enhance our overall infrastructure and ensure uninterrupted and efficient service in our daily operations.

We would like to inform all MCVO employees that we will implement and require each one who is currently working from home to acquire, upgrade and ensure readiness by obtaining additional internet backup service.

Effective April 01, 2024. additional backup internet services will be required and implemented to supplement each one's existing connectivity. This measure has been taken to address potential disruptions and guarantee seamless service delivery to our clients needs.

Please see below additional minimum backup internet requirements per department below.

DEPARTMENT	REQUIRED MBPS
ACCOUNTING	20 MBPS
CUSTOMER SERVICE	20 MBPS
DATA ENTRY	20 MBPS
DIGITAL MARKETING	50 MBPS
DIGITAL PRODUCTION	50 MBPS
FILE/IMAGE PREP QC	50 MBPS
HUMAN RESOURCES	50 MBPS

DEPARTMENT	REQUIRED MBPS
IT	20 MBPS
MEDICAL SERVICES	20 MBPS
OFFICE MANAGEMENT	20 MBPS
OPERATIONS	20 MBPS
PHOTO EDITING TEAM	80 MBPS
QA SPECIALIST	20 MBPS
VA	20 MBPS
VIDEO EDITING TEAM	20 MBPS

Our IT department will conduct an IT Device and Connectivity Check up of your back up internet starting April 1, 2024 to ensure compliance of everyone.

For any inquiries or issues related to the backup internet connectivity, please contact your respective leads for clarity.

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We thank you for your attention and understanding to this matter.

For your strict compliance and information.

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Nothing Follows