

INTEROFFICE MEMORANDUM

Reference #: SA-20-01-017

TO : All Sellers
FROM : Sales Admin
DATE : January 24, 2020
SUBJECT : Revised RFO Keys and viewing Guidelines of 2020

RFO keys and viewing Guidelines

Viewing is for **available** units only. Keys for available units are on a first come first serve basis, unless otherwise requested at least a day before with confirmation from seller on the date of viewing. Viewing policies per project are as follows:

CLP / RAP / WPH / ASR / PGC

- All viewing request must be done at least a day before.
- All RFO keys are with **CLP** sales office
- Allotted time for viewing is **2-3 hours** for RAP, PGC, ASR and **4 hours** for **WPH** only.
- Tel Nos: 828-88241

ALEA / MAV / OP

- All viewing request must be done at least a day before.
- All RFO keys are with **ALEA** sales office
- Allotted time for viewing is **1 hour** for ALR and **2-3 hours** for MAV / OP only.
- Contact persons: Agnes(SC) – 0966-1394057

ZNT / TRW / MAP / SLP

- All viewing request must be done at least a day before.
- All RFO keys are with **ZNT** sales office north tower
- Allotted time for viewing is **1 hour** for ZNT and **4 hours** for TRW / MAP / SLP only.
- Contact persons: Thea(SC) – 0917-3158507 / Izel(SC)- 0927-9484622

SRT

- All viewing request must be done at least a day before.
- All RFO keys are with **Pioneer** sales office
- Allotted time for viewing is **2 hours** for SRT.
- Tel Nos: 865-69235

TGR / DGC / FLT

- All viewing request must be done at least a day before.
- All RFO keys are with **KAI** Sales office
- Allotted time for viewing is **2-3 hours** only.
- Tel Nos: 871-42726 / 871-42301

RPR / RWP / RRC / CEC / MGP3 / LVM / VDL / CT / RGC / SPR

- All viewing request must be done at least a day before.
- All RFO keys are with **RPR (Rawai)** sales office
- Allotted time for viewing is **1 hour** for RWP / RGC only.
- **2 hours** for RWP / CEC / MGP3 / CT only.
- **3 hours** for LVM / VDL / RRC / SPR only.
- Tel nos: 866-17690

OCP / ACP / TAM / VRR

- All viewing request must be done at least a day before.
- All RFO keys are with **CAR** sales office
- Allotted time for viewing is **2 hours** for OCP / ACP and **3-4 hours** for TAM / VRR only.
- Tel Nos: 835-45398 / 828-37510

VAH / WLH / BH / TMCP / ARP / IRM / SOR / HGC

- All viewing request must be done at least a day before.
- Week days only 8am to 5pm only.
- All RFO keys are with **Sales Admin office DHCC**
- Allotted time for viewing is **Subject for Approval**.
- Contact persons: Rio – local 3468 / Jess- local 5246

LVR

- All viewing request must be done at least a day before.
- All RFO keys are with **AST** sales office
- Allotted time for viewing is **1 hour** only.
- Tel nos: 853-62489 and 853-65142

MIR

- All viewing request must be done at least a day before.
- All RFO keys are with **SAT** sales office
- Allotted time for viewing is **1 hour** only.
- Tel nos: 762-52076

LMR / LEV / ERG / RFR / MPR / EOM

- All viewing request must be done at least a day before.
- All RFO keys are with **LMR** sales office
- Allotted time for viewing is **1 hour** LMR / LEV; **2-3 hours** for RFR / ERG; and **4 hours** for EOM / MPR only.
- Tel nos: 857-03058

Please take note that a 1 hour extension will be allowed, provided that the seller requests the extension within the initial time allotted and the extended time is within the sales office operating hours. This is applicable for all projects except to those projects with only 1 hour time allotment.

Keys maybe turned over to DMCI Homes Tripping vehicles provided that the seller has informed the SC in-charge or sales admin prior to turn over. *(Subject for approval and time allotment policy still in effect)*

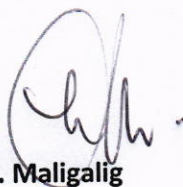
This Memo supersedes the memo SM-18-03-003 "Revised RFO Keys and viewing Guidelines" dated March 2018.

Maybe Subject to change as needed, every changes will be cascaded through **SALES ALERT**.

Prepared by:


Danilo Centeno

Sales Admin Technical Supervisor



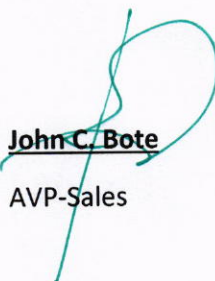
Nina D. Maligalig

Site Management Senior Supervisor

Noted by:


Dan Lee Espino


Sales Management Manager



John C. Bote

AVP-Sales

Approved by:


FLORANTE C. OFRECIO

SVP – Sales