



**Phil-Data**  
Business Systems, Inc.

August 3, 2020

To our Valued CUSTOMERS,

In support of the Government's declaration and return of NCR and nearby provinces, to a MODIFIED ENHANCED COMMUNITY QUARRANTIVE (MECQ) effective tomorrow, August 4 to 18, as our valued Customer, please be assured that PHIL-DATA will continue to serve your orders and requirements, through our office-based skeletal workforce complemented by our Sales and Support Teams that have been Working-From-Home (WFH) since the Enhanced Community Quarantine (ECQ) was imposed last March 17.

As the NCR and nearby provinces returns to MECQ, we anticipate a workforce reduction across various industries given the absence of public transport and limited operations, that may lead to reduced economic activity in general. We welcome and appreciate your advice should there be significant adjustments in your operations so we may align and help you meet your business needs.

During this time of MECQ, even as PHIL-DATA is committed to doing its part, we continuously review and adjust our processes and operations, ensuring we are able to mitigate risks of the COVID19 virus, prioritizing the safety of our Customers, Employees, Partners and the Community, in general.

Again, thank you for your continued trust and confidence in PHIL-DATA.

Sincerely,

**The Management**  
**PHIL-DATA BUSINESS SYSTEMS, INC.**