## **MEMORANDUM**

TO

ALL CONCERNED BOC OFFICIALS AND EMPLOYEES

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**FROM** 

ISIDRO S. LAPEÑA, Ph.D., CSEE

Commissioner

NOV 2 9 2017

SUBJECT

**CHANGE OF PASSWORDS** 

DATE

**29 November 2017** 

All officials and employees who have access and who utilize the E2M and NSW Systems are hereby advised to again **change** their individual passwords not later than <u>Tuesday</u>, <u>05 December 2017</u>.

Failure to do so would result to the blocking of access to said systems. Reactivation of blocked access shall require prior approval of immediate supervisors.

For strict compliance.