MEMORANDUM

TO

ALL CONCERNED BOC OFFICIALS AND EMPLOYEES

FROM

ISIDRO S. LAPEÑA, Ph.D., CSEE

Commissioner

DEC 1 8 2017

SUBJECT

CHANGE OF PASSWORDS

DATE

21 December 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>Friday</u>, 29 <u>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.