MEMORANDUM

TO

ALL CONCERNED BOC OFFICIALS AND EMPLOYEES

FROM

ISIDRO S. LAPEÑA, PhD, CSEE

Commissioner

JAN 2 9 2018

SUBJECT

CHANGE OF PASSWORDS

DATE

25 January 2018

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 Wednesday, 31 January 2018.

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.