

PROCEDURES ON HOW TO ASK FOR A PROMISSORY NOTE

Step 1 . Approach guard for an assistance and proceed to the Promissory Note-In-Charge. 1 minute



Step 2. He/she has to request for an extension of payment regarding his/her unpaid bills to the Promissory Note-In-Charge. 3 minutes excluding waiting period.



Step 3. Once the promissory note is granted, the promissory note must bear his signature, the date and the time he/she promised including his/her cell phone number. 1 minute.



End of Transaction