

**AMA CORPORATE OFFICE****MEMORANDUM**

August 22, 2022

REF#:
HOACS--2022-995**TO : AAL****CC : EES, NBA, OBC****FROM : ASST. CORPORATE SECRETARY****RE : DETERMINATION OF OFFICIAL TIME-IN FOR THE MORNING OF AUGUST 22, 2022****SUPERSEDES: ANY AND ALL POLICIES/ ISSUANCES INCONSISTENT HEREWITH**

In light of the system failure encountered this morning relative to the Time-in of employees under Work From Home (WFH)/ Work From Office (WFO) through Kings Portal (KP), the Chairman hereby resolves the issue by holding the time of attempt to log-in in KP, be deemed as the official time-in of employees for the morning of August 22, 2022.

As such, the IT Department is hereby instructed to utilize the subject log-ins attempts made by employees this morning to determine the respective official time-in of the same.

Please be guided accordingly.


Jobo M. Waniwan
Acting Assistant Corporate Secretary

Approved by:

Amb. Amable R. Aguiluz V
Chairman Emeritus