



ASIAN LAND STRATEGIES CORPORATION

To : **ALL ASIAN LAND GROUP EMPLOYEES**
From : Human Resources and Admin Department
Date : March 31, 2022
Cc : MANCOM / File
Ref./Rev : HRD-2022-014/Rev-000
Re : **SUBMISSION OF TIMEKEEPING FORMS AND OTHER HR FORMS**

Please be informed that HR Comp & Ben will be implementing the following deadlines in connection with Timekeeping and other HR Forms' submission every payroll cut-off period, to wit:

CUT-OFF PERIOD	DEADLINE
For mid-month payroll (covering 21 st to 4 th)	8 th of every month
For month end payroll (covering 5 th to 20 th)	23 rd of every month

Please be reminded further that as per existing policies, duly approved HR forms should be submitted as follows:

- SICK LEAVE (SL) – day of return to work
- VACATION LEAVE (VL) – pre-approved and prior to leave
- UNDERTIME (UT) – pre-approved and prior to undertime
- OVERTIME (OT) – pre-approved and right after overtime
- OUT OF BASE (OB) – before or on the day of out of base
- Executive Office Request Slip (EORS) – on or before the deadline of the covered cut-off period.
- Daily Sales Itinerary (DSI) – Sales Managers and Sales Director must submit on or before the covered cut-off period.

Failure to submit necessary forms and Daily Time Record (DTR) on or before the aforementioned deadlines may result to applicable salary deductions, subject to adjustment once the submission has been complied with on the following applicable payroll date.

Please be guided accordingly.

Noted by:


LIZETH Y. CASTRO
Compensation and Benefits Officer


SHEILA G. MANALO
Chief Human Resources Officer