



## ASIAN LAND STRATEGIES CORPORATION

TO : All AsianLanders  
CC : MOC/ManCom/ /File  
DATE : September 24, 2015  
RE : **Wearing of New Uniforms**  
REF : HRD-2015-021/Rev-000

Please be informed that the new set of uniforms should be worn by all employees beginning **October 1, 2015**. Observe the following guidelines for the proper wearing of the new uniforms:

### GUIDELINES:

1. All four (4) sets of uniforms must be worn from Monday to Thursday.

MONDAY	TUESDAY - THURSDAY	FRIDAY
- ALSC Polo - Khaki pants - Closed shoes (BLACK only)	- ALSC Collared T-shirt - Khaki Pants - Closed shoes (any color) - Sneakers (any color; provided clean and presentable)	CASUAL WEAR * Wear comfortable, neat, presentable and tasteful clothing * AVOID wearing shorts, micro-mini skirts, spaghetti-strap tops & sheer/see-through clothes.

2. Please observe proper footwear:

For MALE: NO slippers and basketball shoes.

For FEMALE: NO slippers, sandals of any kind i.e. open toes.

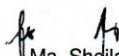
3. Failure to wear official Company Uniform shall be sanctioned as follows:

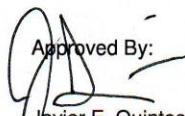
NOT WEARING	SALARY DEDUCTION
Company ID	P30.00
ALSC Polo / Collared T-Shirt	P50.00
Khaki Pants	P50.00
Proper Footwear	P50.00

\*Ground floor & second floor guards will monitor and report to HR.

4. EORS Forms for 'Permission Not To Wear Prescribed Uniform' for employees on OB Trips or Events must be approved by Department Heads before submitting to HR Compensation & Benefits Section.

For your guidance and strict compliance.

  
Ma. Sheila G. Manalo  
OIC – Human Resources and Admin

Approved By:  
  
Javier E. Quintos  
COO

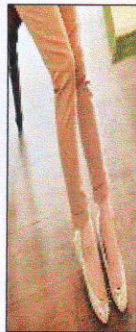
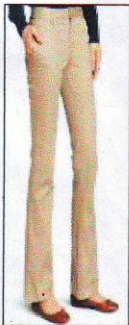
## ANNEXES : NEW UNIFORM

### WEARING OF UNIFORMS : DO'S

#### MONDAY - Closed Shoes ( BLACK only)



#### TUESDAY - THURSDAY : Closed Shoes (Any Color)

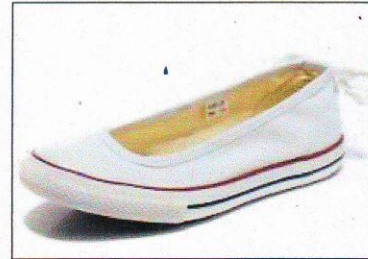


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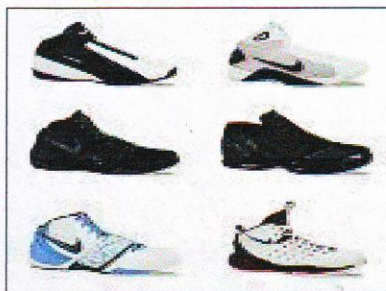
**DO's**

**TUESDAY – THURSDAY : Sneakers**



**WEARING OF UNIFORM : DONT'S**

**Slippers, sandals of any kind, open toes and basketball shoes.**

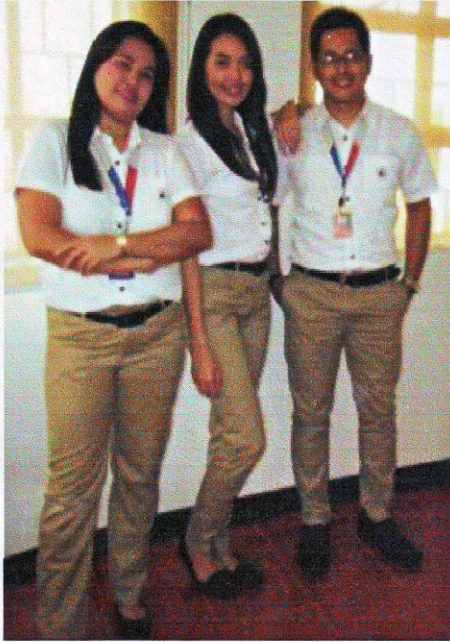


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**EXAMPLE OF PROPER WEARING OF UNIFORMS**

**In the Office**



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During Fieldwork



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