



# ASIAN LAND STRATEGIES CORPORATION

To : ALL asian land group employees  
From : Human Resources and Admin Department  
Date : November 2, 2022  
Cc : MANCOM/ File  
Ref./Rev : HRD-2022-030/Rev-000  
Re : WEARING OF FACEMASK IN THE OFFICE

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In light of Executive Order No. 07, s. 2022, *allowing voluntary wearing of face masks in indoor and outdoor settings, reiterating the continued implementation of minimum public health standards during the state of public health emergency relative to the Covid-19 pandemic*, the ALSC Management will be amending our policy on the wearing of facemasks inside the office premises as follows:

1. While we will be observing the guidelines in the said E.O., Management is **STRONGLY ENCOURAGING** all employees to still wear facemasks while inside the office premises for their utmost personal protection and those of their love ones they are coming home to everyday.
2. Front line workers must continue using face masks to be provided by the company at all times while on duty.
3. Face masks will still be required to be worn when riding the office vehicles and employee shuttle service.

Management reserves the right to revert to the stricter mandatory wearing of face mask policy should an increasing trend in Covid-19 cases be observed in the province.

We thank you in advance for your usual kind cooperation.

MA. SHEILA G. MANALO  
Chief Human Resources Officer

Noted by:

JAVIER FELIPE E. QUINTOS  
Chief Executive Officer