



ASIAN LAND STRATEGIES CORPORATION

To : **ALL ASIAN LAND GROUP EMPLOYEES**
From : Human Resources and Admin Department
Date : May 18, 2021
Cc : MANCOM / File
Ref./Rev : HRD-2021-016/Rev-000
Re : COVID-19 Vaccination Time Allowance

Please be informed that, as approved by Management, the amount of time spent to undertake your Anti-Covid vaccination can now be filed officially as Out of Base (OB) or Work from Home (WFH) equivalent to a maximum of 4 hours.

Please submit accomplished OB Form or WFH DTR with proof of your vaccination, ex. photocopy of your vaccination card, to HR-Compensation and Benefits, to avail of this time allowance.

Policy will be retroactive and applicable to all employees who have been vaccinated prior to this memo.

For your information and guidance.

MA. SHEILA G. MANALO
Chief Human Resources Officer

Noted by:

JAVIER FELIPE E. QUINTOS
Chief Executive Officer