



ASIAN LAND STRATEGIES CORPORATION

To : ALL ASIAN LAND GROUP EMPLOYEES
From : Human Resources and Admin Department
Date : June 21, 2022
Cc : MANCOM/ File
Ref./Rev : HRD-2022-021/Rev-000
Re : **GROUND FLOOR SERVICE OPERATIONS**

Please be informed that beginning tomorrow, June 22, 2022 Ground Floor Operation hours is adjusted to start accommodating clients and guests from 8:15AM up to closing time at 5PM. Other minimum health protocols like social distancing, temperature check and hand sanitation will remain in force.

Also, in order to attend the needs of the clients continuously, we will revert to the implementation of the "NO NOON BREAK POLICY" (MEMO HRD-2019-026/Rev-000) for all frontline services. Be reminded that all service counters must be complemented with adequate staff by adopting reliever system during lunch and snack time.

Please be guided accordingly.

MA. SHEILA G. MANALO
Chief Human Resources Officer

Noted by:

JAVIER FELIPE E. QUINTOS
Chief Executive Officer