



ASIAN LAND STRATEGIES CORPORATION

To : ALL ALSC Employees
From : Human Resources and Admin Department
Date : March 19, 2020
Cc : MANCOM/ File
Ref./Rev : HRD-2020-0315/Rev-001
Re : Revised Work Schedule from March 16-April 14, 2020 Relative to COVID-19

By virtue of the Enhanced Community Quarantine implemented in the entire of Luzon, Asian Land Strategies Corporation Head and Site Offices will now operate on the following revised schedule from March 16, 2020 until April 14, 2020

March 16-April 14, 2020

- CLOSED

April 15, 2020

- Resume Regular Operations

(Depending on the situation/directives from proper authorities)

Please note further:

1. **Treatment of “No Work Days.”** As earlier announced, March 16- March 29, 2020 no work days, covering a total of 10 working days, shall be paid and will not be charged to leave credits.
On the other hand, March 30-April 14, 2020 no work days, covering a total of 10 working days, shall be charged to accrued leave credits.
Use of 2020 earned leaves will be allowed to those employees who will not have enough accrued leaves left to cover the latter.
2. **“Work from Home” Arrangements.** Employees who will be working from home i.e. prepare reports, encode documents, attend online meetings, do online sales, etc. will be required to log their work hours and outputs using the attached Daily Time Report (DTR). DTR will be submitted with approval from line managers to Human Resources upon resumption of regular work. Total number of hours worked will be deducted from the 10 working days of charged leave.
3. **Salaries** will be paid as per usual schedule on March 31 and April 15, respectively. Any adjustment will just be credited in future pay periods.
4. **Outsourced Staffing Schedule.** Outsourced security personnel will continue to observe usual schedule and ensure maximum security of all ALSC offices, premises and subdivisions. Outsourced site laborers will no longer report to work until further notice.
5. **Facilities Disinfection.** General cleaning and disinfection of all offices and site locations will be scheduled prior to resumption of regular work schedule.
6. **In the event that an employee or his/her family members acquire the virus,** they need to seek immediate medical attention and inform Human Resources right away. Following are vital contact numbers to take note of:

Sacred Heart Hospital- (044) 7917135

Santisima Trinidad Hospital- (044) 7917331

Malolos San Vicente Hospital- (044) 7915760

Bulacan Medical Center (provincial)- (044) 7910630

Department of Health Central Luzon - (45) 8613426

Red Cross Malolos Chapter – 0942 2919980, 0908 1708894

Non-disclosure of medical condition related to COVID-19 will be subject to disciplinary action. Medical certificate and clearance from proper authorities saying the employee is negative from or has recovered from COVID-19 is needed for employee to be allowed to report back to work.

For your guidance and strict compliance. The welfare of our staff, their families, our valued clients, and the general public is our foremost concern.

Stay healthy and safe everyone!

A handwritten signature in black ink, appearing to read 'JF Quintos', with a stylized flourish at the end.

JAVIER FELIPE E. QUINTOS
Chief Executive Officer