



To : ALL ASIAN LAND GROUP EMPLOYEES
From : Human Resources and Admin Department
Date : April 16, 2019
Cc : MANCOM
Ref./Rev : HRD-2019-014 /Rev-000

Please be informed of the uniform fitting schedule per Division/Department as below. Venue will be at ALCC Multi-Purpose Function Hall (4th Floor).

DIVISION/DEPARTMENT	April 25, 2019 Thursday
FINANCE	9:00AM - 12:00NN
EXECUTIVE AND IT	2:00PM - 3:00PM
SALES AND MARKETING	3:00PM-4:00PM

DIVISION/DEPARTMENT	April 26, 2019 Friday
HR&ADMIN	9:00AM - 12:00NN
ENGINEERING	1:00PM - 4:00PM

Please be guided accordingly.

04.16.19

Jilen G. Arellano
Recruitment Officer

Noted By:

Ma. Sheila G. Manalo
Chief Human Resources Officer