



ASIAN LAND STRATEGIES CORPORATION


To : **ALL ASIAN LAND GROUP EMPLOYEES**
From : Human Resources and Admin Division
Date : August 7, 2015
Cc : MOC / MANCOM / File
Ref./Rev : HRD-2015-017/Rev-000
Subject : **WORK SCHEDULE GUIDELINES - SEVERE WEATHER**

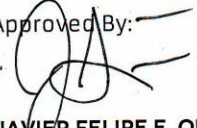
To take prime consideration of employees' safety in the workplace and during the journey to and from work, these guidelines shall be followed during severe weather circumstances for Head and Caloocan offices:

SCENARIO	TYPHOON SIGNAL #1	TYPHOON SIGNAL #2	TYPHOON SIGNAL #3	In case of cancellation or suspension of work in Local Government offices
The warning/signal is issued BEFORE normal working hours.	Time-in until 8:15 AM will not be considered late provided time-out will be adjusted to compensate for complete 8-hour work requirement, unless work is cancelled or suspended.			Offices shall be automatically cancelled or suspended. *with skeletal force to serve contingent operations.
The warning/signal is issued DURING or in the progress of normal working hours.	Announcements for any work suspension will be made by MANCOM.			

* To be determined as the situation requires; with paid premiums for contingent work.

Please be guided accordingly.


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OIC - HR and Admin Division

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