



ASIAN LAND STRATEGIES CORPORATION

To : ALL CONCERNED
From : Human Resources and Admin Department
Date : August 3, 2021
Cc : MANCOM/ File
Ref./Rev : HRD-2021-023/Rev-000
Re : Additional Protocols Concerning Government, OB Transactions and Other Meetings

Further to the heightened health protocols currently being implemented in ALSC Head and Site Offices, the following must be observed **effective immediately until August 20, 2021**:

1. All official and personal transactions that will require physical visit or face-to-face meeting in all government and regulatory offices must be postponed for two (2) weeks or until August 20, 2021. These include transactions with the RD, LRA, DHSUD, BIR, LGU offices, SSS, HMDF, Philhealth and other government agencies and offices.
2. Unvaccinated sales people must refrain from face-to-face selling, tripping and OD duties and concentrate sales transactions online for the next two (2) weeks.
3. All internal face-to-face meetings of 3 or more people will be disallowed. Meantime, use online meeting platforms like Google Meet or Zoom.
4. Physical or face-to-face bank transactions and other errands or OB must be reduced in frequency i.e. from daily to maximum three (3) times a week only or from twice to once a week only as applicable.

Apart from the foregoing, **everyone is expected to abide all the time with IATF and company established health protocols**:

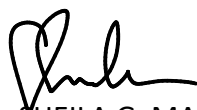
- Truthful daily health declaration of employee and immediate family and household members. Immediate declaration of any Covid-19 like symptoms is required. False or deferred declaration will be severely sanctioned.
- Wearing of mask and face shield **at all times (and PPE as required)** while inside ALSC premises, including shuttle services.
- Observe the required physical distancing at all times; no converging in groups, especially in enclosed spaces.
- Eat alone in a well-ventilated area; no food sharing, bring your own baon and no outside

deliveries.

- Wash hands or disinfect with alcohol frequently. Frequently disinfect tables and regularly used items.
- Change or UV-sterilize clothes upon return to the office from OB duty.
- Work-from-Home is highly encouraged. Talk to your supervisor to work out a schedule.
- **GET VACCINATED!!!**

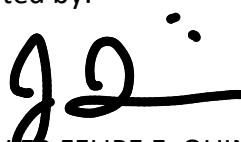
Management reserves the right to shorten or extend the coverage of and amend any provisions in this memo at any time without need of prior notice.

For your guidance and strict compliance.



MA. SHEILA G. MANALO
Chief Human Resources Officer

Noted by:



JAVIER FELIPE E. QUINTOS
Chief Executive Officer