



ASIAN LAND STRATEGIES CORPORATION

To : **ALL ASIAN LAND GROUP EMPLOYEES**
From : Human Resources and Admin Department
Date : March 21, 2019
Cc : MANCOM/ File
Ref./Rev : HRD-2019-007/Rev-000
Re : **ADDENDUM : TABLE OF OFFENSES**

Please be informed that the following shall be inserted in our Employee Manual Revised Edition May 2018 under Table of Offenses:

RULE II PROPER WORK CONDUCT AND BEHAVIOR	NO. OF OFFENSE				
	1 st	2 nd	3 rd	4 th	5 th
Section 13 Gross and/or Habitual Neglect of Duty	Dismissal				

For your information and guidance.


MA. SHEILA G. MANALO
Chief Human Resources Officer

Noted by 
JAVIER FELIPE E. QUINTOS
Chief Executive Officer