



ASIAN LAND STRATEGIES CORPORATION

To : ALL ALSC Employees, Independent Contractors, Outsourced Workers
From : MANCOM
Date : August 13, 2021
Cc : MANCOM / File
Ref./Rev : HRD-2021-025/Rev-000
Re : MECQ Operations Guidelines – August 16, 2021 Onwards

In line with the announcement on the escalation of the Bulacan's quarantine classification to Modified Enhanced Community Quarantine (MECQ) beginning August 16, 2021, ALSC offices will continue operations under the following guidelines:

1. Workforce/manpower complement in the office and site locations at any given day will be reduced to 50%.
 - All divisions, departments and sections to implement 50% reduction of manpower complement on a daily basis. However, to maintain client services, only Ground Floor staffing and operations will remain at 100%, but will observe strict health protocols and social distancing measures.
 - Site operations will also be reduced accordingly
 - Security will continue to provide 100% manpower complement
2. Work from Home Set Up (WFH)
 - The current hybrid work hours rendering set-up (24-32 hours physical reporting and 8-16 hours WFH) shall be stringently enforced.
 - Employees with co-morbidities, pregnant or are 60 years old and above are encouraged and will be given priority to 100% WFH status.
3. Face-to-face selling is allowed provided will observe strict health protocols. Client must bring and ride their own vehicle during trippings. Unvaccinated sales agents are not allowed to go on physical duty. Online sales transactions are instead encouraged and preferred.
4. In-house and private construction works will operate at 50% capacity. Compliance will be strictly monitored by Engineering.
5. Online or bank payments, securing online appointment and other virtual transactions are preferred. Walk-in clients will be reduced and controlled to the least minimum.
6. Door-to-door shuttle service for employees will continue to be provided.

Apart from the foregoing, all previously established health protocols and safety policies will remain strictly enforced. Any violation will be logged and reported.

Let us all unite and fight COVID-19! Please stay safe and healthy.


MA. SHEILA G. MANALO
Chief Human Resources Officer

Noted by: 
JAVIER FELIPE E. QUINTOS
Chief Executive Officer