



## ASIAN LAND STRATEGIES CORPORATION

To. : **ALL ASIAN LAND GROUP EMPLOYEES**  
From : Human Resources and Admin Department  
Date : March 15, 2018  
Cc : MANCOM/ File  
Ref./Rev : HRD-2018-012/Rev-000  
Re : **ENGLISH ONLY SPEAKING DAY**

Please be informed that, moving forward, our Corporate Attire Day every last Wednesday of the month will also be English Only Speaking Day. Below are the guidelines:

1. ALL EMPLOYEES (without exemption) are encouraged to speak with co-workers in English in all nature of communication inside the office.
2. Exemptions will only be allowed when transacting with Filipino/Tagalog speaking external clients and during the 12noon to 1PM lunch break.
3. SBU/P Heads and Supervisors of each Section are tasked to monitor the observance of this policy. Penalty to be imposed will be P1.00 for every Filipino/Tagalog word to be spoken.
4. Amount collected from penalties will be pooled at the end of the day to fund snacks for the staff.

For the month of March 2018, Corporate Attire Day will be moved to March 27, 2018, TUESDAY.

For your guidance and strict compliance.

  
**MA. SHEILA G. MANALO**  
Vice President  
Human Resources and Admin

Noted by:

  
**JAVIER/FELIPE E. QUINTOS**  
Chief Executive Officer