



To : ALL ASIAN LAND GROUP EMPLOYEES
From : Human Resources and Admin Department
Date : August 2, 2019
Cc : MANCOM
Ref./Rev : HRD-2019-033 /Rev-000

Please be informed of the issuance of uniform (Polo Shirt/Polo Jacket) schedule per Division/Department as below. Venue will be at the Recruitment Office (3rd Floor).

DIVISION/DEPARTMENT	August 5, 2019 Monday
FINANCE	9:00AM - 11:00NN
EXECUTIVE AND IT	2:00PM - 3:30PM
SALES AND MARKETING	3:30PM-4:30PM

DIVISION/DEPARTMENT	August 6, 2019 Tuesday
HR&ADMIN	9:00AM - 11:00NN
ENGINEERING	2:00PM - 4:00PM

Please be guided accordingly.


Jilen G. Arellano
Recruitment Officer

Noted By:


Ma. Sheila G. Manalo
Chief Human Resources Officer