



ASIAN LAND STRATEGIES CORPORATION

To : **ALL ASIAN LAND GROUP EMPLOYEES**
From : Human Resources and Admin Department
Date : November 28, 2022
Cc : MANCOM / File
Ref./Rev : HRD-2022-035/Rev-000
Re : **CORPORATE PHOTO SHOOT**

Our Corporate Communications Team has organized a corporate photo shoot for all Asianderos and Asianderas on December 7, 2022 (Wednesday) at 4th flr Asian Land Corporate Center. All employees are requested to be present on this one day event.

The uniform wearing schedule for this day is as follows:

MANAGERS / SUPERVISORS	RANK & FILE
<ul style="list-style-type: none">➤ Black ALSC Shirt➤ Khaki Pants➤ Closed shoes (BLACK only)	<ul style="list-style-type: none">➤ White ALSC Shirt➤ Khaki Pants➤ Closed shoes (BLACK only)

Here are the schedules:

DIVISION / DEPARTMENT	TIME
HR & Admin	8:30 – 9:30 AM
IT	9:30 – 10:00 AM
DAPP	10:00 – 11:00 AM
Executive / Legal / Engineering Direct	10:00 – 11:00 AM
Property Admin	11:00 – 11:30 AM
Sales & Marketing	1:00 – 1:30 PM
Inventory Control	1:30 – 2:30 PM
Finance	2:30 – 3:30 PM
Treasury	3:30 – 4:00 PM
Project Management	4:00 – 4:30 PM

Please be guided accordingly.


MA. SHEILA G. MANALO
Chief Human Resources Officer

Noted by:


JAVIER FELIPE E. QUINTOS
Chief Executive Officer