



ASIAN LAND STRATEGIES CORPORATION

To : ALL ALSC Employees
From : MANCOM
Date : April 7, 2020
Ref./Rev : HRD-2020-0316/Rev-000
Re : DOLE Labor Advisory 13-A : Exemption from Payment of April 9, 10 and 11, 2020

Please be informed that, to help mitigate the financial losses the Company is incurring during this ongoing COVID-19 crisis, ALSC shall be availing of the exemption of wage payment provided in the subject DOLE labor advisory, to wit:

1. Payment of April 9, 10 and 11, 2020, equivalent to 2 or 3 work days as applicable based on work schedule, shall be withheld, given the Company has stopped operations completely from the beginning of the continuing Community Quarantine. (See Paragraph 3 in the advisory.)
2. Computation of deduction will be as follows:
$$\text{Pay per Day} = \text{Monthly salary} / 22 \text{ days (computation varies based on contracted work hours per week)}$$
$$\text{Deduction} = \text{Pay Per Day} \times 2 \text{ or } 3 \text{ days}$$
3. Deduction will be applicable to ALL employees, regardless of rank and status, and will reflect during the April 30, 2020 payroll.

If you have questions about the foregoing, please confer with your line manager or the anyone from the HR- Comp and Ben Section.

Thank you for your cooperation and understanding during these trying times.

Stay healthy and safe everyone!

JAVIER FELIPE E. QUINTOS
Chief Executive Officer