



ASIAN LAND STRATEGIES CORPORATION

To : **ALL ASIAN LAND GROUP EMPLOYEES**
From : Human Resources and Admin Department
Date : February 21, 2023
Cc : MANCOM/ File
Ref./Rev : HRD-2023-007/Rev-000
Re : **Summer Outing 2023**

In lieu of a companywide summer outing, we are pleased announce that Management has approved a summer outing budget per employee, which can be utilized upon satisfaction of the following conditions:

1. A letter request must be forwarded to your Line Managers and approved by Mancom. Please include these information
 - a. Name of employees who will join the outing.
 - b. Venue, date and time of departure
 - Avoid too far locations
 - Will allow schedules on Saturdays or Sundays or holidays only so as not to affect regular operations.
2. Outing must be done per whole Department or per Division only. (i.e whole HR-GSS, whole DAPP, whole PMO, whole Finance, whole IC, whole IT). The budget will not cover Section only or barkada only outings.
3. Use of company vehicle with driver, gas and toll fees for a period of 24 hours i.e. day tour outings will be allowed. However, additional expenses for overnight outings will be borne by the participants.

GSS will assign the driver and vehicle to be used.
4. The budget of Php 500 / head can be requested in advance or reimbursed, upon approval of the request, and must be liquidated with proper receipts and documentation within 1 week after the outing date.

Please be guided accordingly.

Noted by:


MA. SHEILA G. MANALO
Chief Human Resources Officer


JAVIER FELIPE E. QUINTOS
Chief Executive Officer