



ASIAN LAND STRATEGIES CORPORATION

To : **ALL ASIAN LAND GROUP EMPLOYEES**
From : Human Resources and Admin Department
Date : August 12, 2020
Cc : MANCOM / File
Ref./Rev : HRD-2020-017/Rev-000
Re : **USE OF FACE SHIELDS IN THE OFFICE**

Effective from August 15, 2020, employees are required to wear both face shields and face masks to comply with Department of Labor and Employment regulations.


Face shields must be of good quality and in good condition clear and sturdy; the shield must fit comfortably and cover the entire face.

The shields and masks must be worn at all times when riding the shuttle service and at work, except during meals or when instructed to remove the shields and/or masks.

If the issued face shield is subject for replacement due to damages, you may have it replaced just look for Mon Saspa, However, you may also opt to purchased on your own.

Please be guided accordingly.

Noted by:


MA. SHEILA G. MANALO
Chief Human Resources Officer


JAVIER FELIPE E. QUINTOS
Chief Executive Officer