



# ASIAN LAND STRATEGIES CORPORATION

To : ALL ALSC Employees, Independent Contractors, Outsourced Workers  
From : MANCOM  
Date : October 18, 2021  
Cc : MANCOM / File  
Ref./Rev : HRD-2021-030/Rev-000  
Re : GCQ Operations Guidelines – October 18, 2021 Onwards

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In line with the announcement on the downgrading of the Bulacan's quarantine classification to General Community Quarantine (GCQ) beginning October 16, 2021, ALSC offices will continue operations under the following guidelines:

1. Workforce/manpower complement in the office and site locations at any given day may be increased to 70-80%.
  - Will continue to implement the 32-hours physical reporting and 8-hours Work-From-Home (WFH) arrangement in rendering the weekly 40-work hours requirement.
  - Ground Floor front line services can operate at 100%
  - Site operations can operate at 100%, with Engineering outsourced workers reporting from Mondays-Fridays
  - Security will continue to provide 100% manpower complement
2. Work from Home Set Up (WFH)
  - As much as possible, work from home arrangement is highly encouraged.
  - Employees with co-morbidities, pregnant or are 60 years old and above are encouraged and will be given priority to 100% WFH status.
3. Face-to-face selling is allowed provided will observe strict health protocols. Client must bring and ride their own vehicle during trippings. Unvaccinated sales agents are not allowed to go on physical duty.
4. In-house and private construction works can operate at 100% capacity, provided strict health protocols are observed. Compliance will be strictly monitored by Engineering.
5. Door-to-door shuttle service for employees will continue to be provided.

Apart from the foregoing, all previously established health protocols and safety policies **will all remain strictly enforced**. Any violation will be logged and reported.

Let us all unite and fight COVID-19! Please stay safe and healthy.



MA. SHEILA G. MANALO  
Chief Human Resources Officer

Noted by:



JAVIER FELIPE E. QUINTOS  
Chief Executive Officer