




# ASIAN LAND STRATEGIES CORPORATION

To : **ALL CONCERNED**  
From : General Services Section  
Date : May 4, 2023  
Ref. No. : HRD-2023-016/Rev-000  
Cc : Security Office / RBP  
Re : **ADDENDUM: NEW PARKING GUIDELINES AND REMINDERS**

Following the weeklong dry-run of the new parking guidelines and assignments which took effect last May 1, 2023, hereunder are some adjustments for implementation as soon as possible:

1. **MAIN PARKING AREA (IN FRONT OF THE BUILDING)** – to be used by ALSC buyers, clients, visitors or guests with official transactions in the head office. The access will now be extended to all SALES PERSONS who are attending to their clients in the head office.

- A. A **PARKING VALIDATION FORM** will be given to all carpark users upon entry to the parking area.

	<b>PARKING VALIDATION</b>
DATE/ TIME: _____	
TRANSACTION: _____	
VALIDATED BY: _____	

- B. The **PARKING VALIDATION FORM** will be validated/signed by the official ALSC representative transacted with / visited and presented to the parking guard upon exit. Otherwise, if no validated form is presented, the following parking fees will apply:

P50.00 – for the first 3 hours

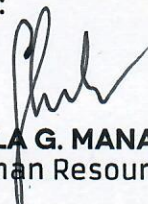
P10.00 – additional fee for succeeding hours

2. **BACK PARKING AREA (NEAR TRICYCLE TERMINAL)** – to be used by ALSC employees and workers.

**Carpark Disclaimer:** The use of the parking spaces is at the vehicle owners' own risk. ALSC cannot accept liability for loss or damage caused to any vehicle or its contents while parked in the above- mentioned parking premises.

Please be guided accordingly.

  
**JEFFREY P. HERMINIGILDO**  
General Services Supervisor

Noted By:  
  
**MA. SHEILA G. MANALO**  
Chief Human Resources Officer