

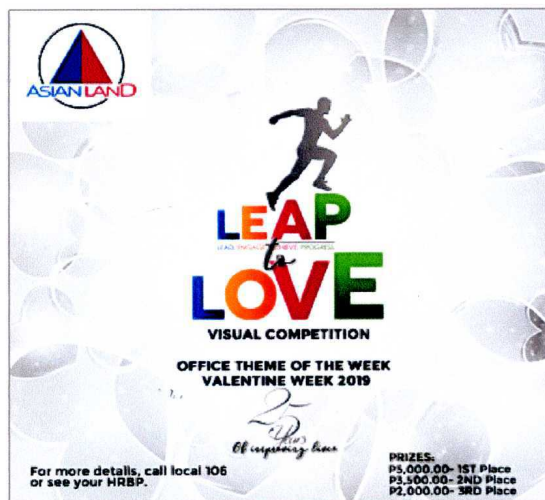


ASIAN LAND STRATEGIES CORPORATION

TO : ALL EMPLOYEES
FROM : HUMAN RESOURCES DEPARTMENT
RE : OFFICE THEME OF THE WEEK
DATE : 01 FEBRUARY 2019
CC : MANCOM/ ALL SECTION HEADS & SPVRS / FILE
REF. NO. : HRD - 2019 - 005 / REV-00

Dear Asian Lander,

As we celebrate the Love month - February, we are pleased to launch our first "OFFICE THEME OF THE WEEK" Contest.



As previous theme of the week events, each department/division will be assigned to decorate or put up an exhibit in an area in the office according to the event theme. The theme for this event is "L.E.A.P. to LOVE." Each exhibit must be able to convey general or specific ideas and feels pertaining to love and appreciation of work, team mates and/or clients and customers.

The following are the objectives of this activity:

- To promote the values of teamwork, empathy and gratitude
- To boost collaboration and creative workplace
- To promote a happy working environment.

CONTEST MECHANICS:

1. Each Division / Department is encouraged to decorate their working areas accordingly to the event being celebrated. Division / Department may opt to allocate a certain area as their "Theme of the Week" Exhibit.
2. Entries can be photo mosaic, video presentation, diorama, painting/art, etc.
3. **Decors must be from recycled materials only and with minimum expense.** A record of expenditure may be requested to confirm costs spent.
4. Exhibit must be available for viewing by February 12, 2019 and will be in display until February 15, 2019.
5. Judging of winners will be on February 15, 2019.

CRITERIA FOR JUDGING:

Theme: 30%

Materials: 30%

- Use of recyclable materials only.
- Minimum expense for other materials.

Execution / Details: 30%

1. Cleanliness of Execution - 10%
 - a. **No Drilling of holes on the walls.**
 - b. No or minimal use of one sided adhesive or tape.
2. Execution of Theme - 10%
 - a. Coordination with existing corporate center ambiance is encouraged.
 - b. **Repainting of corporate center's walls, ceiling, etc. to improve presentation of décor IS NOT ALLOWED.**
3. Craftsmanship - 10%
 - a. Detailing of theme execution
 - b. Cleanliness of the artwork


Over-all Impact: 10%

TOTAL POINTS: 100%

6. The PANEL OF JUDGES will be composed of non-employees and external volunteers to ensure unbiased evaluation. Members of this panel will be announced on 15 February, 10am.
7. Prizes at stake are as follows:

1st Place:	Php 5,000.00
2nd Place:	Php 3,500.00
3rd Place:	Php 2,000.00
8. Announcement of Winners will be on 15 February, 4PM at the Ground Floor Lobby.

Let us all participate and keep fun in our workplace!


Mor Saspas
Employee Engagement Officer

Noted by:

Ma. Sheila G. Manalo
Chief Human Resources Officer and Admin.

Approved by:

Jacky E. Quintos
Chief Executive Officer