

HRD Notice 2015-18

TO : ALL EMPLOYEES  
FROM : THE MANAGEMENT  
RE : ITINERARY  
DATE : APRIL 15, 2015

This is to remind all employees regarding our Company Code of Employee Discipline Section 11. Place of Assignment.

**A. Scheduled Outside Itinerary.** This refers to the official work necessary to perform outside the Company premises to perform outside the Company premises such as client meetings of the Sales Personnel and / or collection schedule, meetings, seminars, outside service and other errands which may require an employee to render his services out of his official work place.

**Ang mga gawaing panlabas** ay ang trabaho na nangangailangang gampanan sa labas ng Kumpanya tulad ng pakikipag-usap sa mga kliyente ng mga Sales Personnel, pagdedeliver o pangongolekta, meeting, seminar at iba pang serbisyo.

**B. Time Recording for Outside Itinerary.** If an employee has to render his services outside or in the field, he/she should submit to the HRD an accomplished Itinerary Form duly approved by his Immediate Supervisor / Department Head before going out if the employee is already inside the Company premises; or **a day before** if an employee is from his residence and will go directly to his Itinerary the next day.

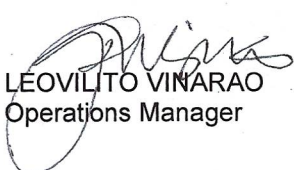
**Pagtatala ng Oras para sa mga gawaing panlabas.** Kung ang isang empleyado ay kinakailangang magtrabaho sa labas, kailangan niyang magpasa sa HRD ng pirmadong Itinerary Form na aprubado ng kanyang Immediate Superior / Department Head bago lumabas kung ang empleyado ay nasa loob ng kumpanya; o **isang araw bago**, kung siya ay didiretso mula sa kanyang bahay tungo sa lugar ng Itinerary kinabukasan.

In connection with this, all employees with approved itineraries are required to submit proof of verification (Name, contact number and time of arrival and departure with signature) to the HRD.

Please be guided accordingly.

Truly yours,

  
PAUL HART B. DIONISIO  
HRD-OIC

  
LEOVILITO VINARAO  
Operations Manager

Noted by:

  
FREDERICK A. CHUA  
Director for Operations

Cc: HRD  
Security Department