

To : All Team Members in the Unicon Building

From : Atty. Angelique Margaret T. Natividad  
HR Director

RE : Lunch Break Hours

Date : March 18, 2021

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Pending the changes to the official working hours, we announce the new lunch break schedule.

Since we are now staying in the office until 5:00 pm, effective March 26, 2021 we will be back to one (1) hour lunch break. Team Members may take their lunch between 10:00 am to 2:00 pm. They may also take their 15mins. break in the morning and in the afternoon.

This for our Team Members to have their rest during the noon time.

For questions please call HR.