

To : All Employees (STI, TNGC, SC)

From:  Atty. Angelique Margret T. Natividad
HR Director

RE : Scheduled Fumigation

Date : April 13, 2021

Greetings!

Please be informed that on **Friday April 16, 2021** there will be a scheduled fumigation in the afternoon here in the STI Building by our maintenance staff starting at **four thirty (4:30) in the afternoon.**

In line with this, we advise All Team Members working in the STI Building to go home before 4:30pm so the maintenance staff can star the fumigation on time. Please also bring home all your utensils such as spoon and fork, plates, tooth brush and anything that you are using on your eyes, nose, or mouth this is to avoid contact with the chemicals used for fumigation.

All departments are advised to conduct a general cleaning of their areas prior to starting work on Monday.

Please be guided accordingly.