

Date: January 15, 2021

To: All Shared Services Team Member

From: Atty. Angelique ~~Margret~~ T. Natividad, HR Director

Re: Uniform Usage Effective Date

Happy New Year!

Last November 2020, HR conducted a survey in which asking each department when they wanted to start wearing new set of uniforms issued last November 16. All team members elected January 2021 as the start date.

With this, all Shared Services team members who received company issued uniforms last November are advised to report to the office in uniform effective January 18, 2021.

All Probationary Team Members who were not yet issued uniforms will report in Business Attire pending uniform issuance. Departments and Team Members with special agreements with the BOD regarding their uniforms are excused from the uniform rule.

The schedule of the usage of uniform and business attire are as follows:

Employee Status	Type of uniform
Monday, Tuesday, Thursday and Friday	1. Regular - Pink or Cream Uniform Blouse w/ Slacks or skirt, closed shoes 2. Probationary - Business Attire
Wednesdays	Both regular and probationary - Proware Attire (SJI or STI Proware)

Wearing of mini skirts, torn or ripped jeans, shorts, slippers, wearing or revealing attire such as plunging v-neck line or spaghetti top are not allowed.

If you have any questions or concerns feel free to contact or approach Ma'am Ira or Ma'am Monique at HR Department. Or simply call 991-9936.