

To: All Probationary Team Members
From: Atty. ~~Angelique~~ T. Natividad
HR Director
RE: Non-Inclusion of the ECQ in the Probationary Period
Date: April 30, 2020

We hope that each of you is safe and healthy in this time of uncertainty and distress.

As you all know, Enhanced Community Quarantine (ECQ) was implemented in Zamboanga City since March 20, 2020. Since then, we have been asked by many regarding the status of Team Members who are still in the probationary status during this time. Some of the questions are:

1. Will I be regularized during the quarantine period?
2. Will we count the months not worked as months where I should be evaluated?
3. Will the evaluation be on the same standard as before?

The answer is that for counting of the six-month probationary period, the ECQ period is not included. Meaning, the time not worked because of ECQ will not be counted in your probationary period. Your probationary period is on pause while the ECQ is not yet lifted. This is pursuant to Labor Advisory No. 14, Series of 2020 issued by the Department of Labor (DOLE).

Everyone who was hired on September 20, 2019 onwards is affected by this resolution and your probationary period will continue running when the ECQ is lifted.

Any concerns or clarifications may be raised to Ma'am Monique and Ma'am Ira. Please do contact them at 09050646253 or 09173086376.