

To : SC Department

From : Atty. Angelique Margret T. Natividad
HR Director

RE : Amendment to Uniform Guidelines

Date : August 8, 2022

We have received your request to have a wash day attire to preserve the life of your official department polo shirt.

Previously-issued guidelines require you to wear uniforms daily. As requested, we are changing your schedule to the matrix below effective August 15, 2022:

Monday, Tuesday, Thursday, and Friday	SC Polo Shirt Uniform
Wednesday	Business Attire or Proware

Those who have no uniforms will be excused from wearing them. Please coordinate with HR for alternatives.

For your information and guidance.

Thank you.