

To : All Team Members

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

RE : Face Mask for Team Members

Date : August 11, 2020

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As you know, the country is currently taking measures to respond to COVID-19. The Company is also observing the precautionary measures to protect you and your family by following and implementing guidelines in the work premises.

Throughout this pandemic, your health and well-being has been our priority. With this we will be giving face masks to all Team Members. Each Team Member will get two (2) face masks for personal use and three (3) face masks for your family members to use.

Please see the schedule for pick-up of your face masks for each department through a representative. The pick-up will be from the marketing office.

Department	Date
Sales Admin, SC, Audit	August 1 <sup>st</sup> , 2020
HR, Accounting, MIS	August 1 <sup>st</sup> , 2020

We hope this will promote safety and be of comfort to you and your families.

Should you have any questions please call HR's Ma'am Ira Gregorio.

Thank you.