

To : All Employees (STI,TNGC,SC)

From : Happiness Resources Department

RE : Scheduled fumigation

Date : July 26, 2019

Greetings!

Please be informed that tomorrow July 27, 2019 there will be a scheduled fumigation in the morning here in the STI Building by our City Health Office (CHO) starting at eight o'clock in the morning (8:00 AM).

In line with this, work for all team members in the STI Building will be called off in the morning. Work will resume at one o'clock in the afternoon to six in the evening. (1-6 PM). The hours of 9-12nn tomorrow will be credited to each Team member as hours worked.

All departments are advised to conduct a general cleaning of their areas after fumigation between 1-2pm. Everyone is encouraged to bring their own cleaning materials to speed up the cleaning process, since our maintenance staff will focus on cleaning of the classrooms.

Please be guided accordingly.

Sincerely,


Atty. Angelique Margret T. Natividad
HR Director