

To : All TNGC, SC and Sales Team Members in the building

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

RE : Scheduled Inspection for the Safety Seal Certification

Date : June 23, 2021

Executive Order No. BC. 659-2021 mandates establishments like ours to comply with the minimum public health standards. Please be informed that on **June 28, 2021 (Monday)** there will be a scheduled inspection led by the city government to determine if we are compliant and for us to be able to secure a safety seal from the LGU.

All Team Members in the building are reminded to follow the protocols of proper use of facemask, face shield, physical distancing and observe the proper sanitation.

We advise all departments to open your windows and leave you door open in the morning and use your electric fans. You may turn on the air-conditioning at 12nn to 1pm for your comfort.

Safety Officers will conduct a room-to-room instruction regarding this on Friday June 25, 2021, to see what changes have to be made for each department to be compliant with the protocols.

Please call HR if you have questions.

Please be guided accordingly.