

Date: 19 March 2020

To: SJI and Shared Services Team Members

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

Re: Suspension of Operations

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Mayor Beng Climaco has issued an Executive Order No. BC 553-2020 placing Zamboanga City under Enhanced Community Quarantine. Under this, all residents are advised to stay home and all private offices will have to suspend operations until further notice.

Sophia and Home Base are affected by this order and therefore we will be suspending operations and closing the building beginning March 20, 2020 until further notice from the City Mayor's office. All offices inside the building will also be closed indefinitely.

Everyone is advised to work from home, if possible. Otherwise, all incentive leaves may be consumed so that you will still be paid for the first 9 working days of closure. Please coordinate with your department heads regarding the work from home arrangement.

Please expect your department heads to get in touch with you regarding resumption of work.

Stay safe and healthy!