

To: All Team Members Working in the Unicon Building

From: Atty. ~~Angel~~ T. Natividad
HR Director

RE: Work from Home Arrangement

Date: April 22, 2021

As of April 20, 2021 the City Government of Zamboanga declared 827 active cases of COVID-19 in the city.

Given the rise in cases, all team members who are capable are encouraged to work from home starting April 26, 2021 to minimize possible exposure to COVID-19. Those whose tasks do not allow for work from home may still report to the office, with the permission of Department Heads. Team Members may also be asked to report to the office from time-to-time for meetings and other events where necessary.

Please discuss with your Department Heads regarding your schedule of work from home or reporting to the office.

Those who will still report to the building must strictly comply with protocols. Department Heads are encouraged to call the attention of Team Members who do not wear masks properly, those who share food, and those disregard the seating arrangement during mealtimes. Laughing and talking during mealtimes is not allowed, since this is the number one mode of transmission of the COVID-19 virus.

Any concerns or clarifications may be raised with your Department Heads. You may also call Ma'am Ira at 09173300281 or email her at tngchr.immgregorio@gmail.com

Thank you and stay safe.