

To : All STI-TNGC Employees

From : Atty. Angelique Margret T. Natividad
HR Director

RE : December Dress Code

Date : December 14, 2019

Since Christmas break is approaching for the year 2019 and most of us have as projects the general cleaning of our office spaces and re-organization of files, we understand the difficulty of doing those projects wearing our company uniform. We also know that your uniforms are at risk of being damaged while doing these activities.

Starting **December 17, 2019 (Tuesday)** you may come to the office in **proware until the end of the year.** You may be in jeans/skirt and closed shoes, you may also wear business attire during Wednesday if you wish.

Ripped Jeans, shorts, and slippers are not allowed. Should you wish to come in official uniform you may still do so.

Starting **January 2, 2019 (Thursday)**, everyone will need to report to work wearing the official TNGC/CSS/faculty uniform.

For more questions and clarifications do not hesitate to come to HR office or you may call us at 991-9936.

Thank you.