

Date: May 10, 2021

To: All Shared Services Team Members

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

Re: Shortened Work Hours - Addendum

For clarification about the shortened work hours, please see below:

1. What are the official work hours?
 - Official work hours are from 8:30am to 3:00pm only. Team Members are encouraged to log out at 3:00pm or within 10 mins after.
2. What time will the building be open?
 - 8:00am to 3:10pm.
3. How long is our lunch break?
 - For those in the building - Lunch break is for 30 minutes only.
 - For those working from home - Lunch break may be longer as long as you are logged out on the WFH eDTR during your lunch period.
4. I logged into the biometric system at 8:00am and went home at 3:00pm. How many hours will be credited to me?
 - Up to 6 hours only even if you arrived earlier.
5. I work from home and worked more than 6 hours. How many hours will be credited to me?
 - Up to 6 hours only and subject to validation by your department head based on output.
6. What if I have to work on a Saturday?
 - Please discuss with your Department Head. You must both agree on whether you will work on the Saturday or not.

Thank you everyone and stay safe.