

Date: March 22, 2024

To: Team Leaders


From: Angela Monette T. Natividad
VP-Operations

Re: Wearing of TL Uniform

CC: HR

Greetings!

Practicing our values of team in the company and avoiding confusion among our clients starting April 1, 2024, all TLs are advised to do the following:

1. TL must wear complete uniform during store duty in their area of assignment.
2. TL must wear casual attire during area store visits or head office assignment.
3. TL must wear a Sophia shirt when visiting office to office.

For your information and guidance. Thank you