

Date: 4 May 2019

To: All SJI, STI, and Shared Services Team Members

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

Re: Uniform Schedule for the Month of May

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With the water shortage in Mindanao, we are aware that it has become very difficult to find time and water to do laundry of our company uniforms to be ready for work every day.

In consideration of the water shortage, HR will allow all Team Members to come to the office in Proware for the entire month of May, until the water shortage concern is resolved. Please see the schedule below per company:

Company	Uniform Schedule
STI	Monday to Saturday - STI Proware, denim jeans, slacks, skirt (no torn jeans or micro-mini skirts), closed shoes.
TNGC and SJI SC	Monday to Saturday - Department Shirt (if any), STI or SJI Proware, denim jeans, slacks, or skirt (no torn jeans or micro-mini skirts), closed shoes
SJI sales staff	Day 1 - SJI T-shirt, prescribed bottoms, and shoes Day 2 - Uniform Day 3 - Uniform Day 4 - SJI T-shirt, prescribed bottoms, and shoes Day 5 - Uniform Day 6 - Uniform

Should there be a need to extend this concession, we will issue another memo saying that.

Please call the HR Department if you have any questions.

Sincerely,

Atty. Angelique Margret T. Natividad  
HR Director