



ENCORE LEASING & FINANCE CORP.
Km. 114 Maharlika Highway Dicarma,
Cabanatuan City 3100

Ref. No. : **HRADIOM2022:0005**

Date: February 8, 2022

TO : **ALL PERMANENT PARTNERS**

FROM : **HR and ADMIN. DEPARTMENT**

SUBJECT : New Uniform Schedule


Please be informed that effective February 9, 2022, all permanent partners are required to wear the company uniform as schedule below:

	Male Partners	Female Partners
Every Monday & Wednesday	Blue Polo & Black pants	Green Blouse & Black Skirt
Every Tuesday & Thursday	Yellow Polo & Navy Blue Pants	Yellow Blouse & Navy Blue Pants

During Fridays, all partners are still required to wear the prescribed office attire as stated in our employee handbook under *Conditions of Employment; Office Attire (Page 16.)*

*All probationary partners can also wear pants(Slacks) during Tuesday and Thursday.

 2/8/22
ARVY JOYCE G. DE GUZMAN
HR & Admin Head

Signed:  2/8/2022
SM. MARIA ANJELI S. CADIZ-BAENA
Assistant General Manager

 2/8/2022
SM. MARY ANN D. SONIGA
General Manager