

INTER-OFFICE MEMORANDUM

Date : AUGUST 14, 2020
 To : **ALL EMPLOYEES (HEAD OFFICE AND BRANCHES)**
 From : THE MANAGEMENT
 Subject : MANDATORY WEARING OF FACE SHIELD

Effective August 17, 2020, all on-site employees (Head Office and Branches) are mandated to wear full-face shield on top of face mask at all times in the workplace. Using half-face shield is strictly prohibited.

Thus, non-observance or non-compliance of the additional safety and health protocols being imposed by the Management shall be meted with the following disciplinary sanctions:

OFFENSE	DISCIPLINARY SANCTIONS			
	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE	4 TH OFFENSE
Not wearing or improper wearing of face shield and/or mask inside the office premises	Written Reprimand	Suspension five (5) working days without pay	Suspension of ten (10) working days without pay	Dismissal

Please be guided accordingly.



JOSELITO C. BANTAYAN
President and CEO