



Kaagapay ng Komunidad sa Maginhawang Pamumuhay



MEMORANDUM

TO : **ALL CONCERNED EMPLOYEES**

FROM : **THE PRESIDENT**

SUBJECT : **WORK ARRANGEMENTS FOR THE PERIOD
MARCH 28 TO APRIL 4, 2021**

REFERENCE NO. : **HRDD-2021-023**

DATE : **28 March 2021**



Pursuant to the recently issued IATF Resolution No. 106-A on the imposition of Enhanced Community Quarantine in NCR and other nearby provinces, please be guided of the following:

1. Majority of employees shall be working-from-home. Departments/Divisions which are vital to ensure unhampered office operations such as Cash Department, FCD, HR, Admin., Operations, and other units frequented by clients, shall schedule a lean skeleton workforce to man their respective units.

Relatively, the **Group Heads** shall generally determine the applicable work arrangement and schedule of their respective departments/divisions taking into consideration the continuous operations of their units while observing the health protocols for the safety of everyone.

2. Official work hours of employees who are to report to office is from 8AM to 4PM.
3. Shuttle services shall be provided for employees who will form part of the skeleton workforce from March 29 to 31, 2021. Only those who are residing within NCR shall be accommodated due to early start of curfew hours.

For your guidance and compliance


ATTY. ARNOLFO RODOLFO B. CABLING
President 
Date: March 29, 2021