

DATE : April 3, 2018
To : ALL EMPLOYEES
FROM : HUMAN RESOURCES DEPARTMENT
THRU : OPERATIONS MANAGER
SUBJECT : MEMO: CALL IN FOR OUT OF OFFICE

In order to properly monitor out of office employees, a new process to call in/report absence will be implemented effective Monday, April 9, 2018.

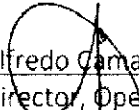
Guidelines:

1. In cases of late and/or absences, employee should report to Human Resources through SMS or Call via HR hotline: 0917-709-7074
2. Notification should contain the following information:
 - a. Complete (real) Name
 - b. Department
 - c. Team Leader
 - d. Call in for: (Whole day Absent, Half-day Absent, Late)
 - e. Reason
3. HR will be the one to send notification to Operations Management
4. No call in should be communicated through Team leads or any other employee. It should be done by the employee or his/her relatives
5. Notification should be at least two (2) hours before the employee's shift
6. If an employee is advised to rest/confined in the hospital, number of rest days as advised by the physician should be indicated. Otherwise, employee must send notification daily
7. Failure to notify will be tagged as No Call, No Show and/or unscheduled absence and will be dealt with according to our Code of Conduct and Discipline.

For your guidance and strict compliance.


Jo Hanna Melecio
Human Resources

Noted by:


Alfredo Camarillo Jr.
Director, Operations

