

TO : ALL DEPARTMENT HEADS
FROM : HUMAN RESOURCE DEPARTMENT
RE : WORK FROM HOME CANCELLATION
DATE : May 30, 2025
REF# : HRD-SUP-25-05-025
CC : DC/file/NEWS

This is to reiterate the announcement made during the May 14, 2025, Management Committee (Mancom) meeting regarding the cancellation of all work-from-home (WFH) arrangements.

Effective **May 15, 2025**, all WFH requests will no longer be permitted. This decision aims to promote fairness, consistency, and alignment across the organization.

Employees with WFH arrangements approved prior to the May 15 may complete their approved durations. Afterward, all employees are required to return to on-site work.

This policy applies uniformly across all departments nationwide. Non-compliance will be subject to appropriate disciplinary action in accordance with the company's Code of Discipline, specifically under provisions for insubordination.

We appreciate your cooperation and continued commitment.

This is for your information and guidance.

Thank you.


MAMERTA TAGLE
HR Supervisor

Approved by:


OLIVER M. FILOTEO
CEO