

TO : ALL EMPLOYEES
SUBJECT : COMPANY ISSUED UNIFORM REITERATION
REFERENCE : ADM-000-25-A-006
DATE : November 14, 2025
CC : FILE, DCO, MIS, AIS, KMI, OP, FIN, SVC, MKTG., SAL, HRD, CAV, SVC CNTRS.

This is to formally reiterate and emphasize the mandatory compliance with the Company issued uniform, all employees are required to wear the Company issued uniform during office hours, for strict compliance:

- **Office Uniform:**
from *Monday to Thursday*
 - Polo Barong and Slacks Pants for Male Employees.
 - Blouse and Slacks Pants or Skirt for Female Employees.
**it is not permissible to wear pants or skirts in colors other than specified one (see photo attached)*
 - Office Attire for not yet regular employees.
 - Every *Friday (wash day)*
 - Must wear Polo Shirt (Drift) -WHITE & BLUE combination.
 - **Technicians:**
from *Monday to Saturday*
 - Must wear Polo Shirt (Drift) color: BLUE w/ white & gray combination.
 - **Janitors:**
from *Monday to Saturday*
 - Must wear Polo Jacket color: GRAY & ORANGE combination and Black Pants.
- *Employees with a Friday Rest Day are required to wear office uniform on Thursday.*

Effective immediately, Guard on duty will not allow all employees not wearing proper uniform to enter the company premises unless with valid reason and with approval from their immediate superior. Failure to abide by the rule will automatically result issuance of disciplinary action from HRD. Please take note that using of Exemption Slips is for emergency purposes only.

Moreover, All *Company Old Polo's and T shirts* are no longer permitted as part of the daily uniform and every Friday (wash day). We Appreciate your cooperation in presenting a unified and professional image for our Company.

In case you have any concerns, please feel free to contact the undersigned.

Prepared by:

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Admin Assistant

NOV 14 2025

Approved by:

Mr. Norberto G. Juave Jr.
Admin Supervisor

TECHNICIAN's Polo Shirt (Drift) color: BLUE w/ white & gray combination.



OFFICE BASED EMPLOYEE's Polo Shirt (Drift) -WHITE & BLUE combination.



FEMALE OFFICER Blouse and color BLACK Slacks Pants or Skirt



FEMALE RANK & FILE Blouse and color GRAY Slacks Pants or Skirt



MALE OFFICER Polo Barong and Slacks Pants



MALE RANK & FILE Polo Barong and Slacks Pants



JANITOR Polo Jacket color: GRAY & ORANGE combination and black Pants.

