

DATE: August 16, 2019  
FROM: HR Department  
TO: All TCLS Mortgage Employees  
SUBJECT: Retraction of the Previous Memorandum of the Use of Pantry

**Memorandum #009-2019**

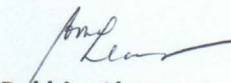
In the memorandum dated February 5, 2019, the management has issued that is available for use only on specified hours of the day to avoid loitering during office hours.


It has been observed that these incidents have been minimized, and the management has decided to have it open all through out the day for employees' meal breaks.

However, may we re-iterate the following house rules for compliance:

- Office pantry is restricted for dining use only.
- Refrain from staying too long at the office pantry especially if others need to use it.
- Loitering, gaming and streaming are prohibited inside the office, including the office pantry.
- Eating meals (rice meals and other heavy meals) at the working station is prohibited. Please use the pantry for such meals.
- Only light snacks/finger foods can be consumed at the workstation. Avoid foods with a strong smell when eating at the workstation.
- Drink containers used in the workstation must be sealed tight to avoid accidental spillage.

Your cooperation is highly appreciated.

  
**Bakhita Llamas**  
HR Officer

  
**Ramelyn Alaba**  
Manager