



TCLS Mortgage Processing Center of America, Inc  
10th Floor Unit 1001  
Summit One Office Tower  
530 Shaw Blvd. Mandaluyong City

Memorandum #01-2019

January 8, 2018

**FROM: RAMI ELMASRY**  
President

**TO: ALL TCLS MORTGAGE EMPLOYEES**

**SUBJECT: DRESS CODE**

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Effective January 9, 2019, all employees must wear proper office attire. NO employees shall wear the following at any day in the office:

1. Slippers/ Flip flops
2. Shorts
3. Spaghetti strap blouse or dress

Employee's coming to work that are not in proper attire shall not be allowed to enter the office premises and will be considered absent without official leave.

The management is expecting your full cooperation on this regard.

A handwritten signature in black ink that reads 'Rami Elmasry'.

RAMI ELMASRY  
President

Cc: Accounting Department