

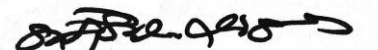
**DATE: August 6, 2021**

**TO: OUR VALUED CLIENTS**

**RE: WORK-FROM-HOME COMMUNICATION PROTOCOLS (UPDATE)**

1. In the interest of service and in accordance with the Inter-Agency Task Force's approval of the implementation of Community Quarantine in the Philippines, Laguna was placed under Enhanced Community Quarantine (ECQ) from August 6 to 15, 2021, with the goal of containing and preventing the spread of the Delta Variant.
2. Francisco Mendoza Accounting Services safeguards the health, safety, and well-being of all employees and supports the Philippine government's overall effort to prevent the spread of DELTA Variant COVID-19, all while ensuring that we continue to provide quality services.
3. Our office will implement a combination of Work-from-Home and Skeleton (Skeletal) Workforce Alternative Work Arrangements. Employees who are unable to report to work due to the imposition of a localized lockdown and/or limited access to any available mode of transportation option and/or regulatory restrictions on inter-barangay travel are also advised to work-from-home.
4. To facilitate the implementation of the Work-from-Home arrangement, the following must be ensured:
  - a. WFH employees must be available and accessible during work hours, Monday through Friday, from 9:00 a.m. to 5:00 p.m.
  - b. Employees will keep their phone lines and other modes of communication open in the event of an emergency and must be able to respond to our clients' requests and queries. Employees must check their emails for updates on a regular basis.
  - c. Appropriate measures, such as confidentiality with respect to the documents and information provided by the client, are in place to ensure the security of the data used and processed by the employees.
  - d. Confidential and proprietary information is always secured and protected.

Please be guided accordingly. Thank you.



Ma. Lourdes F. Mendoza, CPA

