

**MEMORANDUM**

**TO : ALL TPB EMPLOYEES**

**DATE : 05 June 2024**

**SUBJECT : LUNCHTIME SCHEDULE AT PANTRY AREA**

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Due to limited space in the pantry area, and to accommodate all employees, we shall be implementing a schedule per batch for the use of the pantry during lunchtime with schedule as follows:

1 <sup>st</sup> batch	11:30 AM – 12:00 PM
2 <sup>nd</sup> batch	12:00 PM – 12:30 PM
3 <sup>rd</sup> batch	12:30 PM – 1:00 PM
4 <sup>th</sup> batch	01:00 PM – 01:30 PM

Employees are encouraged to observe on time schedule based on their preferred batch.

We would also like to reiterate the following rules to maintain the pantry's functionality and cleanliness:

1. Clean as you go (CLAYGO).
2. Wipe tables dry after use as a courtesy to the next user.
3. Use the pantry appliances with care and caution.
4. Segregate wet and dry food wastes.
5. Observe refrigerator use rules as posted.

For compliance.

  
**JANET W. CANOY**  
Officer -in- Charge  
Office of the Deputy Chief Operating Officer  
Corporate Affairs

JUN 05 2024