



Milestone Guaranty and Assurance Corp.

INTER – OFFICE MEMO

TO : ALL EMPLOYEES IN THE HEAD OFFICE

RE : ANTIGENTESTING for COVID-19

DATE : December 21, 2020

Please be informed that we will be having our **ANTIGENTESTING for Covid-19** on January 5, 2021, Tuesday from 8:30 AM onwards.

We also ask you to take the necessary precautions to avoid contamination and adhere to our guidelines on Covid19 prevention. **Wearing of FACE MASK and FACE SHIELD** shall be mandatory.

Please take note that if the result of the antigen test, together with the confirmatory test, will show that the employee is positive with the Covid-19, the employee shall undergo a mandatory strict quarantine for 14 days straight. Any workday to be affected by the quarantine period will be automatically deducted from the said employee's in any leave benefit for 2021.

For your cooperation and strict compliance.



CELSON. SARTO

Executive Vice President and COO