



# Milestone Guaranty and Assurance Corp.

## INTER – OFFICE MEMO

**TO : ALL HEAD OFFICE EMPLOYEES IN THE FIELD WORK**  
**RE : Workplace Prevention and Control of Covid -19/ Testing of Employees for Covid -19**

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All employees who are assigned in the field work like Messengers , Claims Adjusters, Marketing Personnels are required to undergo Monthly test for Covid-19 using the Rapid Test Kits.

In coordination with the Rosario Health Center in San Andres Manila, you will be advised for your schedule and this will be done by batch.

We also ask you to take the necessary precautions to avoid contamination and adhere to our guidelines on Covid19 prevention.

For your cooperation and strict compliance.

  
**NORBERTO V. SAUCO**  
*President and Chief Executive Officer*