

Telcom Live Content, Inc.

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TO: ALL TLC EMPLOYEES
MEMORANDUM: NEW WORK FROM HOME GUIDELINES
START DATE: JULY 2021

ATTENDANCE GUIDELINES

1. Employees must login through skype and google drive for attendance verification.
2. Employees must not be idle for more than five (5) minutes after logging in at work.
3. Employees must be contactable at all times. One (1) hour of work time will be deducted if you fail to reply within five (5) minutes.
4. All breaks must be indicated in the Skype Attendance Group.
5. Jira and Bit Bucket must be utilized EVERYDAY by all software engineer for attendance verification. Failure to commit in BitBucket will result to cancellation of work hours on that particular day.
6. A weekly meeting will be held in zoom for project updates and status. Employees who will fail to attend the meeting will be marked as absent.
7. Project Managers and/or Business Analysts must inform the clients of our work schedule.+\\

WORK FROM HOME HOURS

Work from home hours for Telcom Live Content Inc. will be 11:00AM to 2:00AM. The earliest login time will be 11:00am and the latest login time will be 5:00PM.

Exemptions for logging in earlier than 11:00AM and logging out after 2:00AM.

1. Scheduled Conference Call/Meeting with client/s.
2. Official business meeting with client/s.
3. Client support

PROJECT MANAGEMENT

1. Project Manager and/or Business Analysts must submit a weekly progress report.
2. All task must reflect in JIRA and Bitbucket.
3. Each team must meet at least once every two (2) weeks for to update their project/s.

CLIENT MEETINGS

1. Project Managers and/or Business Analyst of each project must inform TLC management if a client is requesting a meeting 2 days prior. TLC will provide the transportation service to avoid contact with other people.
2. TLC Employees must avoid physical contact with the clients and observe physical distancing (1 meter apart).
3. Employees must wear Face Mask and observe proper sanitizing at all times when meeting with clients.

TELCOM LIVE CONTENT, INC. MANAGEMENT