



STERLING INSURANCE COMPANY, INC.

6/F Zeta II Annex Bldg., 191 Salcedo Street, Legaspi Village, Makati City
Trunk Lines: 759-2920 / 759-2921 / 759-3082 / 892-3792 / 893-0025 / 893-0026
Fax Nos. 892-3794 / 759-2886 / 759-2399 TIN: 001-009-467-000

INTER-OFFICE MEMORANDUM

DATE : **September 15, 2020**

ATTENTION : **TO ALL EMPLOYEES** (Head Office + Annex Only)

SUBJECT : **CAR POOLING GUIDELINES DURING QUARANTINE PERIOD**

FROM : **OFFICE OF THE PRESIDENT**

Please be advised that starting **October 1, 2020**, employees shall have their share in the car pooling expenses. As such, the following guidelines are hereby implemented:

FOR EMPLOYEES (INCLUDING OFFICERS AND HEADS) USING COMPANY SERVICE VEHICLES / COMMUTER VANS

- ACTUAL FARE SHALL BE COLLECTED DAILY, SUMMARIZED AND REPORTED BY THE DRIVERS. EMPLOYEES ARE ENCOURAGED TO PREPARE THEIR EXACT DAILY FARE.
- ALL COLLECTIONS WILL BE DEPOSITED TO STERLING ACCOUNT AND WILL BE USED AS FUND FOR REPLENISHMENT OF GASOLINE, TOLL EXPENSES, AND SERVICE VEHICLE MAINTENANCE.

FOR EMPLOYEES (INCLUDING OFFICERS AND HEADS) WHO WILL BE REQUESTED/MANDATED TO USE THEIR PERSONAL CARS AND/OR COMPANY ASSIGNED VEHICLES (IN CASE THE COMPANY SERVICE VEHICLES ARE IN FULL CAPACITY)

- ACTUAL FARE SHALL BE COLLECTED DAILY, SUMMARIZED AND REPORTED BY THE CAR OWNER / EMPLOYEE WITH COMPANY ASSIGNED VEHICLE
- ACTUAL COLLECTION SHALL BE DEPOSITED TO STERLING ACCOUNT. TOTAL COLLECTED AMOUNT WILL BE DEDUCTED FROM THE ACTUAL GASOLINE AND TOLL FEE EXPENSE INITIALLY SHOULDERED BY THE CAR OWNER / EMPLOYEE WITH ASSIGNED VEHICLE, AND SHALL REIMBURSE THE REMAINING AMOUNT.

EXAMPLE:

ACTUAL GAS AND TOLL FEE BY THE CAR OWNER/EMPLOYEE WITH ASSIGNED COMPANY CAR - Php 2,000.00

ACTUAL FARE OF EMPLOYEES COLLECTED – Php 1,500.00 (deposited to Sterling Account)

Php 2,000 LESS Php 1,500.00 = Php 500.00 (reimbursed by the car owner/company assigned)

"We go further to serve you better"

Email: insure@sterling-insurance.com.ph / info@sterling-insurance.com.ph

**It is to be noted however, that this option can be considered only if the service vehicles are in full capacity and cannot accommodate some employees. The ideal is to include all employees in car pooling using company service vehicles.*

**For maintenance and repairs of the personally owned vehicles, 50% shall be shouldered by the company and 50% shall be shouldered by the owner.*

**Maintenance and repairs of company assigned vehicles will be shouldered by the company.*

FOR EMPLOYEES (INCLUDING OFFICERS AND HEADS) WHO WILL PERSONALLY PREFER USING THEIR OWN PERSONAL CARS and/or COMPANY ASSIGNED VEHICLE

- IF WITH EMPLOYEE PASSENGERS WHO WILL PERSONALLY PREFER JOINING IN THIS OPTION WITH CONSENT OF THE CAR OWNER / EMPLOYEE WITH COMPANY ASSIGNED VEHICLE-

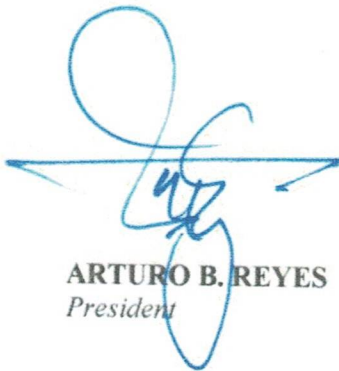
ACTUAL GAS AND TOLL FEE EXPENSE SHALL BE SHOULDERED BY THE EMPLOYEES. THEY MAY HAVE ARRANGEMENTS OF THEIR CHOICE, AS LONG AS AGREED BY EVERYBODY AND ALLOWED BY THE CAR OWNER/EMPLOYEE WITH COMPANY ASSIGNED VEHICLE. REIMBURSEMENT OF GAS AND TOLL FEE EXPENSES WITH THIS OPTION IS NO LONGER APPLICABLE.

- IF WITHOUT EMPLOYEE PASSENGERS
REIMBURSEMENT OF GASOLINE AND TOLL FEE EXPENSES IS NOT APPLICABLE.

**Maintenance and repairs of the personally owned vehicles in this option shall be shouldered by the employee.*

**Maintenance and repairs of company assigned vehicles will be shouldered by the company.*

ALL GUIDELINES ARE SUBJECT TO CHANGE DEPENDING ON THE DECISION OF THE MANAGEMENT.



ARTURO B. REYES
President