

HR Memorandum #20210308

TO : **SDCA Community**
DATE : **March 22, 2021**
RE : **Holidays for the Month of April 2021**

Good Day!

Please be informed of the following holidays for the month of April 2021 as per President Rodrigo R. Duterte's Proclamation No. 986:

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|----------------------------|--------------------|-----------------------------|
| • April 1, 2021 (Thursday) | Maundy Thursday | Regular Holiday |
| • April 2, 2021 (Friday) | Good Friday | Regular Holiday |
| • April 3, 2021 (Saturday) | Black Saturday | Special Non-Working Holiday |
| • April 9, 2021 (Friday) | Araw ng Kagitingan | Regular Holiday |

Note:


- All employees who will be present on a regular holiday will be receiving an additional 100% of their daily rate, while employees who will be present on a special non-working holiday will be receiving an additional 30% of their daily rate.
- An employee who is absent without pay the day immediately preceding a holiday shall not be entitled to a holiday pay if he/she reported on a holiday.

For your information and guidance.

Thank you and God bless.


Ms. Ma. Lourdes B. Halili
Human Resources Officer

Noted by:


Mr. Jonathan V. Sta. Ana
Director for Administrative Support Services