

**TALLECO**Talent
Expertise
Leadership

DATE : June 05, 2013

TO : ALL EMPLOYEES

FROM : HUMAN RESOURCE DEPARTMENT

SUBJECT : JUNE 2013 HOLIDAY

This is to inform everyone that the following dates are declared as a Regular Holiday as per Proclamation 459: Declaring the Regular Holidays, Special (Non-Working) Days, and Special Holiday (For all schools) for the Year 2013:

Independence Day (Regular Holiday) - June 12, 2013

In general, there will be no work on these days. However, due to business exigencies, some employees may be scheduled to report for work. Please, therefore, consult your Department Managers for appropriate work instructions on these days.

All Managers are hereby requested to disseminate this information to the employees in their respective areas.

Please be guided accordingly.

(Original Signed)

MICHAEL T. BAUTISTA

Human Resource Manager

Human Resource Department

Talleco.com, Inc.