



PIXEL8

WEB SOLUTIONS & CONSULTANCY INC.

 pixel8electronics

 @pixel8ph

 Bgy. 40 Cruzada
Legazpi City, Albay 4500

 info@pixel8.ph

 09176513346/09288254143

INTEROFFICE MEMO

Ref #: PXL-MEMO-170

Date: August 14, 2023
From: The Management
To: All Trainees
Subject: Scheduled Power Interruption

Dear Trainees,

Please be informed that tomorrow, August 15, 2023, there will be a scheduled power interruption from 6:00 AM to 6:00 PM in selected areas of Albay including our office, as advised by the National Grid Corporation of the Philippines (NGCP).



Due to the limited capacity of our generator, only selected departments are required to report to work. However, for those students who are not affected by the said power interruption, please continue your tasks tomorrow.

Please coordinate with your immediate supervisor regarding this matter if you have any questions or concerns.

Thank you for your understanding and cooperation.

Sincerely,

The Management

Prepared By:	Approved By:
 Jinky Sanchez HR / Admin Assistant	 Clarise Jones Balona Operations Manager

www.pixel8.ph