

DDT KONSTRUCT, INC.

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"We Create, Innovate and Build."

INTER-OFFICE MEMORANDUM

Human Resources & Administration Department

28 November 2018

To : **ALL DDTKI EMPLOYEES**

From : **Human Resources & Administration Department**

Subject: **Holiday Schedule**

By virtue of Proclamation No. 269, 555 and Republic Act 10966, by the President of the Philippines, the following have been declared as holiday;


- December 08, 2018 (Saturday) – Feast of the Immaculate Conception of Mary (special non-working holiday)
- December 24, 2018 (Monday) – Additional special non-working holiday
- December 25, 2018 (Tuesday) – Christmas Day (regular holiday)
- December 30, 2018 (Sunday) – Rizal Day (regular holiday)
- December 31, 2018 (Monday) – Last day of the year (special non-working holiday)
- January 01, 2019 (Tuesday) – New Year Day (regular holiday)

For these holidays, please be reminded of the Company Policy that for an employee to be entitled to a holiday pay, he/she should be present or on an approved leave of absence with pay on the working day immediately preceding the holiday, i.e. **December 21 & 28, 2018 for CWW covered employees and December 07, 22 & 29, 2018 for Project Based employees.**

It is understood that employees who do not have urgent operational concerns are not required to report for work on the declared holiday. However, should the Area Manager/Project Manager/Department Manager require any work completion during the holiday, kindly furnish HR & Admin Department with the list of employees who are required to work during the holiday on or before the working day immediately preceding the holiday as listed above.

As directed by our SVP, Mr. Francisco G. Delos Santos, DFOR should be submitted and approved 2 days in advance for the works on the enumerated holidays.

For your information and compliance.


Mr. Santiago R. Mersado Jr.
HR and Admin Manager