

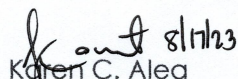
Date : August 17, 2023
To : All Employees
From : HRD
RE : Holiday Notice

This is to notify employees that we will be having a holiday this month of August 2023 in accordance with Proclamation No. 42, listed below:

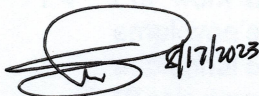
1. Special Non-Working Holiday- August 21, 2023 (Ninoy Aquino Day)
2. Regular Holiday- August 28, 2023 (National Heroes Day)

Please be informed of our policy of before and after holiday absence, the holiday will be deducted. In addition, for the non-regular employee, Special Non-Working Holiday will be served as "No Work, No Pay".

For your guidance and information.

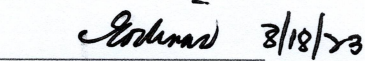

Karen C. Alea
HR Supervisor

Noted By:


8/17/2023

MA. SHERYLL A. MACATANGAY
Operations Manager

Approved By:


8/18/23
EDNA O. VIÑAS
General Manager