

To : All Team Members

From : ~~Atty. Angelique Margret T. Natividad~~
HR Director

RE : December and New Year Holidays

Date : December 6, 2021

Pursuant to Proclamation No. 1107 issued by the President of the Philippines, please be informed of the following holidays:

December 8, 2021 (Wednesday) is a Special Non-Working Holiday in observation of Feast of the Immaculate Conception of Mary.

December 25, 2021 (Saturday) is a Regular Holiday in celebrating the Christmas day.

December 30, 2021 (Thursday) is a Regular Holiday in commemoration of Rizal Day.

January 1, 2022 (Saturday) is a Regular Holiday in celebration of New Year's Day.

Hence, there will be no work of the said dates. However, as practice all Sales Team Members assigned at the store will need to report as scheduled, except for all SJI administrative Team Members.

December 24, 2021 and December 31, 2021 are Special Working Holidays. No holiday pay shall be advanced by the company to the team member and the team member is required to go to work.

After the Feast of the Immaculate Conception of Mary, all administrative work function will resume on December 9, 2021(Thursday).

After the Christmas Day, all administrative work function will resume on December 27, 2021 (Monday).

After the New Year's Day, all administrative work function will resume on January 3, 2021 (Monday).

For questions and concerns, please feel free to contact M'Ira and M'Monique thru their contact numbers 09173300281 and 09050646253.

Thank you.