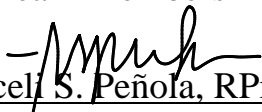


To : All Team Members

From : 
Araceli S. Peñaola, RPm
HR Manager

RE : Barangay and Sangguniang Kabataan Election, and November Holidays

DATE: October 19, 2023

Pursuant to Proclamation No. 359 and Proclamation No. 90 issued by the President of the Philippines, please be informed of the following Special (non-working) days throughout the country.

October 30, 2023 (Monday) in observance of Barangay and Sangguniang Kabataan Elections.

November 1, 2023 (Wednesday) in observance of All Saint's Day

November 2, 2023 (Thursday) Additional Special (Non-Working) Day in observance of All Souls Day

Hence there will be no work on the said dates. However, as practice, all ECs assigned at the store will need to report to work as scheduled, except for all SJI, TNGC, and QST Administrative Staff.

After Barangay and SK Elections, administrative work functions will resume on October 31, 2023.

After All Souls Day, administrative work functions will resume on November 3, 2023

Thank you.