

To : All Team Members

From : 
Araceli S. Peña, RPm
HR Manager

RE : Addendum on December 2023 (Holidays)

DATE: December 14, 2023

Last December 6, 2023, we released a memo for the December 2023 holidays. We are amending these memo for the additional holiday. Please see the changes marked in bold below:

According to Proclamation No. 90, No. 425, and No. 368 issued by the President of the Philippines, please be informed of the following holidays throughout the country.

December 8, 2023 (Friday, Special Non-Working) Day in observance of the Feast of the Immaculate Conception of Mary

December 25, 2023 (Monday, Regular/Legal) in observance of Christmas Day

December 26, 2023 (Tuesday, Additional Special Non-Working) Day

December 30, 2023 (Saturday, Regular/Legal) in observance of Rizal Day

December 31, 2023 (Sunday, Special Non-Working) Last Day of the Year

January 1, 2024 (Monday, Regular/Legal) in observance of New Year's 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 Feast of the Immaculate Conception of Mary, administrative work functions will resume on December 11, 2023.

After December 26, administrative work functions will resume on December 27, 2023

After New Year's Day, administrative work functions will resume on January 2, 2024

Thank you.