

TO : All STI Team Members

FROM : Happiness Resources Department

RE : Christmas Break for STI Faculty (Teaching)

DATE : December 20, 2018

Please be informed that the STI Acad Team Members (Teaching only) will be having their Christmas break on December 24, 2018 until January 02, 2019. STI Faculty (Teaching) will report until December 22, 2018 and will return to work on January 03, 2019.

All STI Non-teaching Acad Team Members and STI Staff will still be reporting to work on regular days during this season and official Flexi hours must be followed.

We will announce holidays and other non-working days in future memos.

For your information and guidance.

Thank you,



Atty. Angelique Margret T. Natividad
HR Director