

To : All Team Members

From :  Atty. Angelique Margret T. Natividad
HR Director

RE : Additional Special (Non-Working) Day and November Holidays

DATE: October 24, 2022

Pursuant to Proclamation No. 79 and 1236 issued by the President of the Philippines, please be informed of the following.

October 31, 2022, (Monday) has been declared a **Special (Non-Working) Day** throughout the country.

November 1, 2022, (Tuesday) is a **Special (Non-Working) Holiday** throughout the country in observance of All Saint's Day.

November 30, 2022, (Wednesday) is a **Legal Holiday** throughout the country in observance of Bonifacio Day.

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

After All Saint's Day, all administrative work functions will resume on November 2, 2022.

After Bonifacio Day, all administrative work functions will resume on December 1, 2022.

Thank you.