

TO : All Employees

FROM : Happiness Resources

RE : Early Cut-off

DATE : August 20, 2018

Please be informed that the HR Department will be closed from 28 August 2018 to 1 September 2018 since your resident Happiness Experts will attend the HR Congress in Metro Manila.

We may still be reached through mobile phone and email and rest assured that we will continue to serve you even if we are outside of the office.

Because of this, we shall be scheduling an early cut-off on **August 23, 2018** to be able to ensure timely release of salary for the period of August 11 to August 25, 2018. Tardiness, absences and overtime from August 23-25, 2018 will be computed and applied in the next cut-off.

Hence, all DTR's and other payroll document must be with HR on or before 12 noon of **August 23, 2018** This is to give HR sufficient time to check all the details and information in the employee's DTR and ensure timeliness and accuracy of salaries.

Thank you.

Atty. Angelique Margret T. Natividad
HR Director