

To : All STI and Shared Services Employees

From : Happiness Resources

RE : Feast of Immaculate Conception of Mary (Special Non-Working Holiday)

Date : December 01, 2018

Please be informed that on **December 08, 2018 (Saturday)** has been declared as **Special Non- Working holiday** throughout the country by virtue of Proclamation No. 555 to commemorate the feast of Immaculate Conception of Mary.

All administrative work functions will resume on December 10, 2018 (Monday).

For your information and guidance.

Thank you.

Respectfully,

Atty. Angelique Margaret T. Natividad
HR Director