

To : All Team Members

From : Atty. Angelique Margret T. Natividad  
HR Director

RE : November 29, 31, and December 1 Work Schedule

Date : November 23, 2021

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**November 29, 2021 (Monday) and December 1, 2021 (Wednesday)** have been declared as **Special Working Holidays** throughout the country to support the “*Bayanihan, Bakunahan*” program of the IATF.

Special Working Holidays are equivalent to a regular or ordinary working day. All departments will report to work as usual and no holiday pay shall be paid by the company for these two days.

**November 30, 2021 (Tuesday)** has been declared as **Regular Holiday** throughout the country in observation of Bonifacio Day, pursuant to Proclamation No. 1107 issued by the President of the Philippines.

SJI Administrative Staff and back office will not report to work on November 30<sup>th</sup>.

As practice all ECs assigned at the store will need to report to work on November 30<sup>th</sup> as scheduled.

All administrative work functions will resume on **December 1, 2021 (Wednesday)** which is declared as **Special Working Holiday.**

For questions and concerns, please feel free to contact M’Ira and M’Monique thru their contact numbers 09173300281 and 09050646253.

Thank you.