

TO : All Employees

FROM : Happiness Resources

RE : Early cut-off for Period of February 11 to February 25, 2019

DATE : February 14, 2019

This coming February 25 is EDSA Revolution day this is a special holiday and February 26 is Dia de Zamboanga is also a holiday. Payday falls on Thursday February 28, 2019 and HR will not have enough time to process salaries and wages for the cut-off period if we follow the usual submission date.

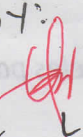
Because of this, we shall be scheduling an early cut-off on **February 21, 2019** to be able to ensure timely release of salary for the period of February 11 to February 25, 2019. Tardiness, absences and overtime from **February 21-25, 2019** will be computed and applied in the next cut-off.

Hence, all DTR's and other payroll document must be with HR on or before 12 noon of **February 21, 2019**. 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

NOTED BY:

 2/20/19  
CHERYL L. JULIAN  
ACCOMPTING SUPERVISOR

Mary Galle A. Bercede  
Signature over printed name

Academic Head / STI  
Position/Outlet or Department