

TO: All SJI Employees

FROM: Happiness Resources Department

RE: **Regular Holidays** and **Special Non-Working days**

Date: March 21, 2019

Greetings!

Please be informed that the following dates listed below have been declared as Regular Holidays and Special Non-Working Days by Proclamation No. 555.

April 9, 2019	Araw ng Kagitingan/ Day of Valor	Regular Holiday
April 18, 2019	Maundy Thursday	Regular Holiday
April 19, 2019	Good Friday	Regular Holiday
April 20, 2019	Black Saturday	Special (non-working) Day

However as practice all EC's assigned at the store will need to report to work as scheduled, except for all SJI Administrative Staff.

All Administrative work functions will resume on April 10, 2019 (Wednesday) and April 22, 2019 (Monday).

For your information and guidance.

Thank you.

Respectfully yours,


Atty. Angelique Margret T. Natividad
HR Director