

To : All Team Members

From : Atty. Angelique Margret T. Natividad
HR Director

RE : Additional Special (non-working) day

DATE: December 23, 2022

To give us the full opportunity to celebrate the holiday with our families and loved ones, the President of the Philippines issued Proclamation No. 115, declaring **December 26, 2022, (Monday)** a **special (non-working) day** throughout the country.

Hence there will be no work on the said date. However, as practice, all ECs assigned at the store will need to report to work as scheduled, except for all SJI and TNGC Administrative Staff.

All administrative work functions will resume on December 27, 2022.

Thank you.