

To : All Team Members

From : Atty. Angelique Margaret T. Natividad
HR Director

RE : All Saint's Day Holiday (November 1)
All Souls Day (November 2)

Date : October 30, 2021

Please be informed that on **November 1, 2021 (Monday)** is declared as **Special Non-Working Holiday** throughout the country by virtue of Proclamation No. 1107 to give the public the fullest opportunity to observe All Saint's Day.

However, as practice all ECs 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 **November 2, 2021 (Tuesday)** which is declared as a **Special Working Holiday**.

Special Working Holiday is proclaimed to encourage productivity and minimize work disruptions for the country to recover from the economic impact of Covid-19 pandemic. Hence, **Special Working Holiday is equivalent to a regular or ordinary working day. No holiday pay shall be advanced by the company to the team member, and the team member is required to go to work.**

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

Thank you.