

To : All Employees

From : Happiness Resources

RE : All Saints' Day and All Souls' Day (Holiday)

Date : October 22, 2019

Please be informed that both **November 1, 2019 (Friday) and November 2, 2019 (Saturday)** has been declared as **Special non-working holiday** throughout the country by virtue of Proclamation No. 555 to give the public the fullest opportunity to observe All Saints' Day and All Souls' 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 November 4, 2019 (Monday).

For your information and guidance.

Thank you.

Respectfully,


Atty. Angelique Margret T. Natividad
HR Director

IMMG 10252018