

To : All Team Members

From : Atty. Angelicte Margret T. Natividad
HR Director

RE : December Holidays

DATE: December 1, 2022

Pursuant to Proclamation No. 1236 and No. 90 issued by the President of the Philippines, please be informed of the following holidays for the month of December to January 2023

December 8, 2022, (Thursday) has been declared a **Special (Non-Working) Day** throughout the country in observance of the Feast of the Immaculate Conception of Mary

December 25, 2022, (Sunday) is a **Legal/Regular Holiday** throughout the country in observance of Christmas Day

December 30, 2022, (Friday) is a **Legal Holiday** throughout the country in observance of Rizal Day

January 1, 2022, (Sunday) has been declared a **Legal/Regular Holiday** throughout the country in observance of New Year's Day

January 2, 2022, (Monday) has been declared an **Additional Special (Non-Working) Day**

Hence there will be no work on the said dates. 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.

After the Feast of the Immaculate Conception of Mary, all administrative work functions will resume on December 9, 2022.

After Christmas Day, all administrative work functions will resume on December 26, 2022.

After Rizal Day, all administrative work functions will resume on January 3, 2022.

Thank you.