

To : All Employees (STI, TNGC, and SJI)

From : Atty. Angelique Margaret T. Natividad
HR Director

RE : Christmas and New Year Holidays

Date : December 14, 2019

Once again, it is the season to be merry. To celebrate the spirit of Christmas with our family and friends, holidays were declared by our government. Please refer to the list below.

- ☐ **December 24, 2019-Tuesday- Christmas Eve (Additional Special Holiday)**
- ☐ **December 25, 2019-Wednesday– Christmas Day (Regular Holiday)**
- ☐ **December 30, 2019-Monday – Rizal Day (Regular Holiday)**
- ☐ **December 31, 2019-Tuesday – New Year`s Eve (Special Non-working day)**
- ☐ **January 1, 2020-Wednesday – New Year`s Day (Regular Holiday)**

Hence, there will be no work on the said dates. However, as practice all EC's assigned at the store will need to report to work as scheduled, except for all SJI Administrative Staff.

After Christmas day all administrative work functions will resume on December 26, 2019 (Thursday)

After the New Year's Day all administrative work functions will resume on January 2, 2020.

Thank you.