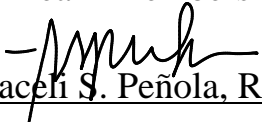


To : All Team Members

From :   
Araceli S. Peñaola, RPm  
HR Manager

RE : December 2023 (Holidays)

DATE: November 28, 2023

---

Pursuant to Proclamation No. 90 issued by the President of the Philippines, please be informed of the following holidays throughout the country.

**December 8, 2023 (Friday, Special Non-Working)** in observance of the Feast of the Immaculate Conception of Mary

**December 25, 2023 (Monday, Regular/Legal)** in observance of Christmas Day

**December 30, 2023 (Saturday, Regular/Legal)** in observance of Rizal Day

**December 31, 2023 (Sunday, Special Non-Working)** Last Day of the Year

**January 1, 2023 (Monday, Regular/Legal)** in observance of New Year's 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, TNGC, and QST Administrative Staff.

*After Feast of the Immaculate Conception of Mary, administrative work functions will resume on December 11, 2023.*

*After Christmas Day, administrative work functions will resume on December 26, 2023*

*After New Year's Day, administrative work functions will resume on January 2, 2023*

Thank you.