

To : All Employees

From :  Atty. Angelique Margret T. Natividad  
HR Director

RE : Independence Day (Holiday)

Date : June 4, 2020

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Pursuant to proclamation no. 845 issued by the President of the Philippines, please be informed that **June 12, 2020 (Friday)** has been declared as **Legal Holiday** throughout the country in observation of 122<sup>nd</sup> Independence Day of the Philippines.

Hence there will be no work on the said date

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 June 15, 2020***

Please call Ma'am Ira of HR for questions.

Thank you.