

TO : All Employees

FROM : Happiness Resources Department

RE : December Payroll and Holidays

DATE : December 20, 2018

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, 2018-Monday- Christmas Eve (Additional Special Holiday)
- December 25, 2018-Tuesday – Christmas Day (Regular Holiday)
- December 30, 2018-Sunday – Rizal Day (Regular Holiday)
- December 31, 2018-Monday – New Year`s Eve (Special Non-working day)
- January 1, 2019-Tuesday – New Year`s Day (Regular Holiday)

To ensure that everyone will have funds to spend for the New Year, Management has decided to release salaries for 31th of December 2018 **on December 28, 2018 (Friday)**.

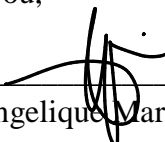
To facilitate easy and fast computation of payroll, all deduction/s for late/s and absence/s from December 11-25, 2018 will be deducted on the next cut off which is from December 26, 2018 to January 10, 2019. This shall also apply to Overtime. All Overtime pay will be accounted for on the next payday which is on January 15, 2019.

Hence, all DTR's and other payroll document must be with HR on or before 10' o clock in the morning of December 21, 2018. This is to give HR and Accounting sufficient time to check all the details and information in the employee's DTR.

Should there be any clarifications please don't hesitate to call HR at 991-9936. For your information and guidance.


Merry Christmas and a Prosperous New Year to all.

Thank you,



Atty. Angelique Margret T. Natividad
HR Director

Noted by:



Sheryl L. Julian
Accounting Supervisor