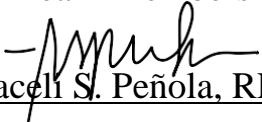


To : All Team Members

From : 
Araceli S. Peñola, 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, 2024 (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, 2024

Thank you.