

To: All Team Members

From: Atty. Angelique Margret T. Natividad
HR Director

RE: Chinese New Year

Date: February 8, 2021

Pursuant to Proclamation No. 986 issued by the President of the Philippines
Please be informed that **February 12, 2021 (Friday)** has been declared as
Special holiday throughout the country in observance of Chinese New Year.

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/office work functions will resume on February 15, 2021
(Monday).***

For your information and guidance.

Thank you.