

To : All Team Members

From : Atty. Angelique Mangret T. Natividad  
HR Director

RE : December and New Year Holidays

Date : December 1, 2020

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Pursuant to **proclamation no.845** issued by the President of the Philippines please be informed of the following holiday.

**December 8, 2020 (Tuesday) is a special Non-Working holiday** in observation of Feast of the Immaculate Conception of Mary.

**December 24, 2020 (Thursday) is a special Non-Working holiday** in preparation of Christmas Eve

**December 25, 2020 (Friday) Legal Holiday** in celebrating the Christmas day

**December 30, 2020 (Wednesday) Legal Holiday** in commemoration of Rizal Day

**December 31, 2020 (Thursday) Special Holiday** in celebration of New Year's Eve

**January 1, 2020 (Friday) Legal Holiday** in celebration of New Year's Day

Hence, there will be no work on the said dates. However, as practice all Sales Team Members assigned at the store will need to report as scheduled, except for all SJI administrative Team Members.

*After the Feast of Immaculate Conception of Mary, all administrative work function will resume on December 9, 2020 (Wednesday)*

*After the Christmas Day, all administrative work function will resume on December 28, 2020 (Monday)*

*After the New Year's Day, all administrative work function will resume on January 4, 2020 (Monday)*

Thank you.