

To: All Team Members

From: Atty. Angelique Margret T. Natividad  
HR Director

RE: Additional Special (Non-Working) Holiday

Date: October 26, 2020

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Pursuant to proclamation no. 842 issued by the President of the Philippines, please be informed that **November 2, 2020 (Monday)** has been declared as **Special non-working holiday** throughout the country in observation of “All Soul’s Day”

Hence, there will be no work on the said dates. 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 November 3, 2020 (Tuesday).***

For your information and guidance.

Thank you.