To: All Team Members

From: Angelo Miguell T. Natividad

Finance Director

RE: Suspension of Deductions for the month of December

Date: December 04, 2020

Christmas season is fast approaching and by practicing the value of Team and Family, we would like to inform all team members that we will pause all deductions for cash advance, jewelry loan, laptop loan, and others for the whole month of December.

Government remittances, SSS and Pag-ibig loans will still be deducted and remitted for the period to ensure no inconveniences when claiming benefits.

Those who wish to continue their deductions, please inform M'Daren at <u>darenjaneborgonia@gmail.com</u> and cc S'Nikki (<u>tngc.dntwong@gmail.com</u>), M'Melissa (<u>tngc.mmfrancisco@gmail.com</u>) and me (angelomiguellnatividad@gmail.com).

We hope that the extra take home pay will help you and your family have an even merrier Christmas.