



General MEMORANDUM

GENMEMO, NO. HRO-064 Series of 2025

JUNE 17, 2025

To: **ALL DEPARTMENTS**

Re: **ASSUMED ATTENDANCE FOR JUNE 22-25, 2025**

Due to the shortened payroll processing period, please be informed that attendance for the period of **JUNE 22-25, 2025** (4 days) will be assumed for the upcoming payday on June 30, 2025. The office will encode overtime and verify all submitted leave requests starting JUNE 20, 2025 to ensure the timely processing of the payroll, hence this assumption.

In this regard, all schedules must be finalized and submitted on or before **JUNE 20, 2025 12:00 PM**. Additionally, overtime and leave forms must be submitted by the same date and time.

All unsettled concerns from last assumed payroll period (May 26-June 10) such as unfiled/No ESS/ No leaves forms shall be resolved immediately before June 20, 2025 (Friday) to prevent unnecessary deductions this June 30, 2025.

Any absences for this upcoming assumed payroll June 11-25, 2025 if any, shall be deducted in the forthcoming payday (JULY 15, 2025).

For your information and guidance.

Prepared by:

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HR Specialist – Compensation & Benefits

Cc: file