



"HARNESS THE POSSIBILITIES"

BANDAI WIREHARNES PHILIPPINES, INC.  
Lot 2, First Industrial Township, Brgy. Pagaspas, Tanauan City Batangas

## MEMORANDUM

TO : ALL EMPLOYEES  
FROM : HR SECTION  
SUBJECT : STANDARDIZE COMPANY WORK SCHEDULE  
DATE : 2025 JANUARY 21  
BWPI NO. : HR-M-A003

Dear Colleagues,

This Memorandum is being issued to remind everyone about the observance of official work hours and Schedule in BWPI effective on January 16, 2025

See below details for our common reference.

Department	Position	Days	Offset	Schedule	Breaktime			OT Break		Remarks
					AM	Lunch	PM	1-2 hrs	3-4 hrs	
Administration	Staff	Monday - Friday	1 per month	8:00 - 17:00	10 mins	60 mins	10 mins			
	Support / Driver	Monday - Friday	-	8:00 - 17:00	10 mins	60 mins	10 mins			
		Saturday	-	7:00 - 15:00		30 mins				
	Driver	Monday - Friday	-	8:00 - 17:00	10 mins	60 mins	10 mins			
		Saturday	-	7:00 - 15:00		30 mins				once / twice every cut off (8hrs)
	Company Nurse	Monday - Friday	1 per cut-off	7:00 - 16:00	10 mins	60 mins	10 mins			
		Saturday		7:00 - 13:00		30 mins				once / twice every cut off (6hrs)
Production, Engineering, Quality	Staff	Monday - Friday	1 per cut-off	7:00 - 16:00	10 mins	60 mins	10 mins			
		Saturday		7:00 - 13:00		30 mins				once / twice every cut off (5hrs)
	Support Clerk, Warehouse	Monday - Friday	-	7:00 - 16:00	10 mins	60 mins	10 mins			
		Saturday	-	7:00 - 15:00		30 mins				
Facilities	Support	Monday - Saturday	-	6:00 - 15:00	10 mins	60 mins	10 mins			
				7:00 - 16:00						
Production, Engineering, Quality	GL / Line Leader / Fabrication / Technician Support / Operator	Monday - Saturday	-	7:00 - 15:00	-	30 mins	-	10 mins	15 mins	depend on assigned breakout per line / section

Thus, all employees must follow the said work schedule.

**Any instant changes in work schedule or break must inform the assigned Immediate Superior.**

And when the interest of the service is so required (**long period or permanently**) the head of any department may request for a change of schedule and with the approval of Vice-President.

For your guidance.

Prepared by:


  
K. Moncayo  
HR Sr. Staff









Noted By:

  
L. Sarmiento  
Operations Manager

  
R. Laco  
Admin Manager

Approved by:

  
T. Miyamura  
Vice President

Acknowledge By	Signature
ACCOUNTING	
ASSY	
ENGINEERING	
FACILITY/ESH	
IMPEX	
ISO	
PPIC	
PURCHASING	
QC	