

BANDAI WIREHARNESS PHILIPPINES, INC.

Lot 2 First Industrial Township, Brgy. Pagaspas, Tanauan City, Batangas (0917) 708-7572

MEMORANDUM

TO

ALL DIRECT EMPLOYEES

FROM

HUMAN RESOURCES

SUBJECT DATE

YEAR END BREAK

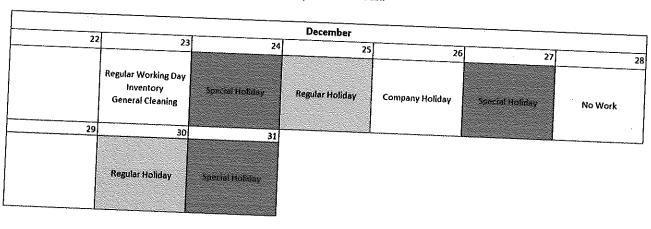
2024-12-09

BWPI NO.

HR-M-M001

Dear Colleagues,

Please be guided of our December 2024 Schedule and year end break.



Note:

2024 December 21 - Christmas Party (NO WORK NO PAY Applies)

2024 December 23 - with work selected employees

- No Canteen and Cafeteria, Bring your own food and food container. Open Locker

2024 December 28 - For monthly employees you can apply 6 hours offsetting starting December 9 to December 20 to pay

2025 January 02 - Back to Regular work (will advice of the possible changes or swapping)

Reminders on Holiday Pays:

* Regular Holiday (December 25 and 30)

- To be paid the corresponding regular holiday, an employee should be present or on leave with pay on the work day immediately preceding the regular holiday.
- For December 25, December 30 and January 1 Employee should be present or on leave with pay on December 23, 2024. For those employees who have NO WORK schedule on that day December 20 will be the basis.
- Special Holiday / Company Holiday (December 24, 26, 27, 31)
- For Daily Paid Employees the "NO WORK, NO PAY" principle applies.
- For Monthly Employees the corresponding premium pay applies.



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For your Proper Guidance and Information.

Thank you.

Prepared by:

K. Moncayo HR Sr. Staff

Noted by:

R: LACO L. Sarmiento AUR MANNET Operations Manager

Approved by:

T. Miyamura Vice President

Acknowledge By	/ Signature
ACCOUNTING	
ASSY	
ENGINEERING/FACILITY	
ESH	1 Olf
IMPEX	9W /
ISO/PURCHASING	1 My
PPIC	117
QC	