



BANDAI WIREHARNESS PHILIPPINES, INC.
Lot 2, First Industrial Township, Brgy. Pagaspas, Tanauan City Batangas
0917-106-4015

MEMORANDUM

TO : ALL EMPLOYEES
FROM : HR SECTION
SUBJECT : APRIL – MAY 2025: HOLIDAYS AND SWAP SCHEDULE
DATE : 2025 APRIL 07
BWPI NO. : HR-M-D2025-01

Dear All,

Please see below remaining holidays Schedule for the month of April and May 2025

April 17, 2025 – Regular Holiday: Maundy Thursday

April 18, 2025 – Regular Holiday: Good Friday

April 19, 2025 – Special Holiday: Black Saturday

May 01, 2025 – Regular Holiday: Labor Day

May 02, 2025 – Regular Holiday: Araw ng Kagitingan Swap to **April 9, 2025**

May 12, 2025 - Special Holiday: Local and National Election (for official declaration from the office of President)

For further inquiries, you may go directly to HR.

For your guidance.

Prepared by:

K. MONCADO

Department Head

HR SR. STAFF

Noted by:

L. RAMON

Operations Manager

Approved by:

[Signature]

Vice President

Acknowledge By	Signature
ACCOUNTING	<i>[Signature]</i>
ASSY	<i>[Signature]</i>
ENGINEERING	<i>[Signature]</i>
FACILITY/ESH	<i>[Signature]</i>
IMPEX	<i>[Signature]</i>
ISO	<i>[Signature]</i>
PURCHASING	<i>[Signature]</i>
PPIC	<i>[Signature]</i>
QUALITY	<i>[Signature]</i>