



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

MEMORANDUM

TO : ALL EMPLOYEES
FROM : HR SECTION
SUBJECT : JUNE HOLIDAY'S AND COMPANY OUTING
DATE : 2025 JUNE 02
BWPI NO. : HR-M-E2025-02

Dear Colleagues,

Please be informed of the following schedule updates for the month of June:

1. June 6, 2025 Regular Holiday:

- Staff Employees who wish to swap their June 6 (Friday) workday to another day are requested to coordinate with HR. Please note that swapping of Holiday is within June only and approval must be secure before June 6

2. June 12, 2025 - Holiday Swap:

- The regular holiday on June 12 (Independence Day) will be moved to June 16 (Monday) to align with our company schedule.

3. Company Outing:

- We are pleased to announce that we will be having company outing for direct employees that will be held on **June 15 (Sunday)**.

For further inquiries, you may go directly to HR.

*To Admin Team,
Production will work
on June 6.*

For your guidance.

Prepared by:

Department Head

Noted by:

Operations Manager

Approved by:

Vice President

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