



**BANDAI WIREHARNES PHILIPPINES, INC.**  
Lot 2 First Industrial Township, Brgy. Pagaspas, Tanauan City, Batangas  
(0917) 708-7572

**MEMORANDUM**

TO : ALL DIRECT EMPLOYEES  
FROM : HUMAN RESOURCES  
SUBJECT : **YEAR END BREAK**  
DATE : 2024-12-09  
BWPI NO. : HR-M-M001

Dear Colleagues,

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

December						
22	23	24	25	26	27	28
	Regular Working Day Inventory General Cleaning	Special Holiday	Regular Holiday	Company Holiday	Special Holiday	No Work
29	30	31				
	Regular Holiday	Special Holiday				

**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 your December 28, 2024.

**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: LACD L. Sarmiento  
Operations Manager

Approved by:

  
T. Miyamura  
Vice President

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