



MEMORANDUM

TO: All Adm Canteen Employees
FROM: Management
DATE: September 12, 2025
SUBJECT: Change in Payroll Schedule

Good Day Canteen Employees,


Please be advised that effective immediately, the payroll schedule will be changed to a weekly cycle. The new pay date will be every Monday, with a cutoff on every Thursday. This change is due to recent operational circumstances.

For this current week, as the previous pay date was scheduled for Saturday, we understand this may cause an inconvenience. Therefore, you may request a cash advance, the remainder of your salary for this week will be paid on Monday, September 15, 2025. Moving forward, your regular pay date will be every Monday.


We appreciate your understanding and cooperation as we implement this change.

Thank you,
Management

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