

HUMAN RESOURCES MANAGEMENT DIVISION

HRMD Memorandum Ref. HM 059/2020

December 18, 2020

TO : ALL EMPLOYEES
FROM : REMEDIOS D. BATUCAN
HRMD Manager
SUBJECT : YULETIDE HOLIDAYS

Proclamation No. 845 and Proclamation No. 986 respectively declare the following dates in December 2020 and January 2021 as holidays throughout the country, as follows:

- a) December 24, 2020 **Special Non-working Holiday**
- b) December 25, 2020 (Christmas Day) **Regular Holiday**
- c) December 30, 2020 (Rizal Day) **Regular Holiday**
- d) December 31, 2020 (Last Day of the Year) **Special Non-working Holiday**
- e) January 1, 2021 (New Year's Day) **Regular Holiday**

In line with the foregoing holidays, the following are to be observed:

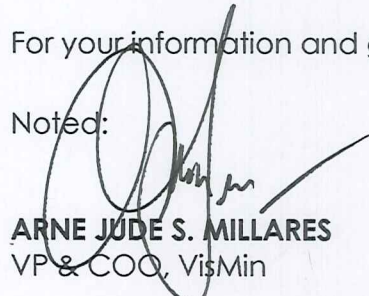
- (1) All branches and support service divisions will **CLOSE** on **Christmas Day** and **New Year's Day**.
- (2) On December 24, 30, and 31, all support service divisions will CLOSE, except for those divisions that need to be manned on these days due to the exigency of branch operations.
- (3) A.L.L. Showrooms shall operate following the schedule of operations that will be imposed by their respective mall management.

For further information regarding branch operations during these holidays, Operations employees are advised to refer to the memorandum that will be circulated from the Offices of the VP & COO.


All employees, who will be reporting to work on the holidays mentioned above, are entitled to overtime premium.

For your information and guidance.

Noted:


ARNE JUDE S. MILLARES
VP & COO, VisMin

Noted:


LORENZO T. ESCANO
VP & COO, LNCR

Approved:


MICHAEL L. HUILLIER
President and CEO