

MITSUKOSHI MOTORS PHILIPPINES, INC.		
MEMORANDUM		
Subject:	May 2016 Holidays and Work Schedules	Ref. No.
Department:	Human Resources Department	HRD-16-05-2801
To:	All Managers and Employees	

Objective:

1. To reiterate memorandum on list of official holidays and work schedule.
2. To ensure that Branch Operations will not be affected by the upcoming holidays

All branch employees are expected to strictly observe the following work schedule:

1. May 01, 2016 (Labor Day)

- 1.1. For Branches with SUNDAY work schedule and for employees who will be assigned to participate on approved Job Fair Activity, a regular branch operation schedule applies.
- 1.2. Salary rate will be paid based on a legal holiday rate computation

2. May 09, 2016 (National and Local Election Day-see attached proclamation 1254)

- 2.1. Branches are open on this date but a staggered/Skeletal Work Schedule.
- 2.2. Branch Personnel shall have a specific and approved work schedule to exercise their right to vote.
- 2.3. Branch Manager/Area Manager must ensure schedule of branch personnel to exercise their right to vote.
- 2.4. Employee must present their legitimate voting documents to their Branch Managers for validation and approval.
- 2.5. Employee is required to immediate return to his/her branch after voting.
- 2.6. Special non working holiday rate shall apply.

3. Head Office & Carmona Plant Work Schedule:

- 3.1. There will be no work schedule on May 09, 2016.
 - 3.1.1. Urgent concerns shall be processed immediately, prior and/or after the holiday.
 - 3.1.2. Operations support will be available to address or communicate concerns on the said holidays.

For your guidance,



Mark D.Tenorio
HR Manager