



DELSAN
Office Systems Corporation

Internal Memorandum
HRD 2019 - _____

Date : **October 31, 2019**
To : **All Concerned Employees**
From : **HR Manager**
Subject : **Early egress of Employees**

Please be advised that management will allow employees to have an early egress or time out today at 3:00 p.m. to give time for employees to travel to their respective provinces in connection to "All Saint's Day" and All Soul's Day.

However, Dept. heads of Production, Logistics, Help Desk and Technical shall make sure there are assigned employees who will stay and attend to all tasks due to operational concerns.

For your information and strict compliance.

Jeanie Lyn Teodoro
HR Manager

Noted by:

Odilon A. Santos
President & CEO