

Inter-Office Memo

TO : **HEAD OFFICE PERSONNEL**
FROM: **HUMAN RESOURCE DEPARTMENT**
RE : **CIVILIAN ATTIRE FOR DECEMBER 2025**
DATE : **December 22, 2025**
REF# : **HRD-ER-25-B-186**
CC : **DCfile**

Good day!

Please be informed that December 23, 26, and 29, 2025 are hereby declared as Wash Days for all Head Office employees. On these dates, employees may report for work in civilian attire, in lieu of the upcoming holidays and in consideration of employees who will be traveling to their respective provinces for the holiday season.

Employees are encouraged to utilize these wash days accordingly. However, those with pre-approved schedules, critical assignments, or operational requirements may still be required to report for work, subject to the discretion and approval of their respective Department Heads.

All concerned employees are reminded to observe proper, decent, and workplace-appropriate attire (Business Casual) and to ensure that all work responsibilities are properly managed to maintain continuous and uninterrupted business operations.

Should you have any questions or require further clarification, please feel free to coordinate with the Human Resource Department.

May this season bring you joy, peace, and meaningful celebrations. We wish everyone a blessed Merry Christmas and a prosperous New Year 2026.

Thank you.

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