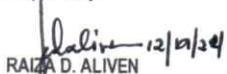


CUT-OFF CALENDAR YEAR 2025

Hereunder are the following cut-off dates with corresponding holidays:

Month	HR Cut-Off	Pay Period	Payroll Cut-Off	Bank Submission	Holidays	
January	January 2 January 16	Jan. 1-15 (13 days) Jan. 16-31 (14 days)	January 8 January 23	January 14 January 30	January 1 - New Year's Day (Regular) January 29 - Chinese New Year (Special)	Wednesday Wednesday
February	February 3 February 17	Feb. 1-15 (13 days) Feb. 16-28 (11 days)	February 7 February 21	February 14 February 27	February 25 - EDSA Revolution (Special - Working)	Tuesday
March	March 3 March 17	March 1-15 (13 days) March 16-31 (14 days)	March 7 March 24	March 13 March 28		
April	April 1 April 16	April 1-15 (13 days) April 16-30 (13 days)	April 7 April 23	April 14 April 29	April 9 - Araw ng Kagitingan (Regular) April 17 - Maundy Thursday (Regular) April 18 - Good Friday (Regular) April 19 - Black Saturday (Regular)	Wednesday Thursday Friday Saturday
May	May 2 May 16	May 1-15 (13 days) May 16-31 (13 days)	May 8 May 23	May 14 May 30	May 1 - Labor Day (Regular)	Thursday
June	June 2 June 16	June 1-15 (13 days) June 16-30 (13 days)	June 6 June 23	June 13 June 27	June 12 - Independence Day (Regular)	Thursday
July	July 1 July 16	July 1-15 (13 days) July 16-31 (14 days)	July 8 July 23	July 14 July 30	July 27 - INC Founding Anniversary (Special)	Sunday
August	August 1 August 18	Aug. 1-15 (12 days) Aug. 16-31 (14 days)	August 7 August 22	August 14 August 29	August 21 - Ninoy Aquino Day (Special) August 25 - National Heroes Day (Regular)	Thursday Monday
September	September 1 September 16	Sept. 1-15 (13 days) Sept. 16-30 (13 days)	September 8 September 23	September 12 September 29		
October	October 1 October 16	Oct. 1-15 (13 days) Oct. 16-31 (13 days)	October 8 October 23	October 14 October 30	October 31 - All Saint's Day Eve (Special)	Friday
November	November 3 November 17	Nov. 1-15 (13 days) Nov. 16-30 (13 days)	November 7 November 21	November 14 November 28	November 1 - All Saints' Day (Regular) November 30 - Bonifacio Day (Regular)	Saturday Sunday
December	December 1 December 16	Dec. 1-15 (13 days) Dec. 16-31 (14 days)	December 5 December 22	December 12 December 29	December 8 - Feast of Immaculate Conception (Special) December 24 - Christmas Eve (Regular) December 25 - Christmas Day (Regular) December 30 - Rizal Day (Regular) December 31 - Last day of the year (Regular)	Monday Wednesday Thursday Tuesday Wednesday

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