

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

Prepared By:

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