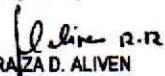


CUT-OFF CALENDAR YEAR 2026

Hereunder are the following cut-off dates with the 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)	Thursday
February	February 2 February 16	Feb. 1-15 (12 days) Feb. 16-28 (12 days)	February 6 February 23	February 13 February 27	February 17 - Chinese New Year (Special) February 26 - Edsa People Power Revolution (Special Working)	Tuesday Wednesday
March	March 2 March 16	March 1-15 (12 days) March 16-31 (14 days)	March 6 March 23	March 13 March 30		
April	April 1	April 1-15 (13 days)	April 8	April 14	April 2 - Maundy Thursday (Regular) April 3 - Good Friday (Regular) April 4 - Black Saturday (Regular) April 9 - Araw ng Kagitingan (Regular)	Thursday Friday Saturday Thursday
	April 16	April 16-30 (13 days)	April 23	April 29		
May	May 4 May 18	May 1-15 (13 days) May 16-31 (13 days)	May 8 May 25	May 14 May 29	May 1 - Labor Day (Regular)	Friday
June	June 1 June 16	June 1-15 (13 days) June 16-30 (13 days)	June 5 June 23	June 11 June 29	June 12 - Independence Day (Regular)	Friday
July	July 1 July 16	July 1-15 (13 days) July 16-31 (14 days)	July 8 July 23	July 14 July 30		
August	August 3 August 16	Aug. 1-15 (13 days) Aug. 16-31 (14 days)	August 10 August 21	August 14 August 28	August 21 - Ninoy Aquino Day (Special) August 31 - National Heroes Day (Regular)	Friday Monday
September	September 1 September 16	Sept. 1-15 (13 days) Sept. 16-30 (13 days)	September 7 September 23	September 14 September 29		
October	October 1 October 16	Oct. 1-15 (13 days) Oct. 16-31 (14 days)	October 8 October 23	October 14 October 30		
November	November 3 November 16	Nov. 1-15 (12 days) Nov. 16-30 (13 days)	November 9 November 23	November 13 November 27	November 1 - All Saints' Day (Regular) November 2 - All Souls' Day (Special) November 30 - Bonifacio Day (Regular)	Sunday Monday Monday
December	December 1 December 16	Dec. 1-15 (13 days) Dec. 16-31 (14 days)	December 7 December 22	December 14 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)	Tuesday Thursday Friday Wednesday Thursday

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