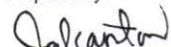


CUT-OFF CALENDAR YEAR 2023

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

Month	HR Cut-Off	Pay Period	Payroll Cut-Off	Bank Submission	Holidays	
January	January 3 January 16	Jan. 1-15 (13 days) Jan. 16-31 (14 days)	January 9 January 23	January 13 January 30	January 1 - New Year's Day (Regular) January 2 (Special)	Sunday Monday
February	February 1 February 16	Feb. 1-15 (13 days) Feb. 16-28 (11 days)	February 7 February 22	February 14 February 27	February 25 - EDSA Revolution (Special)	Saturday
March	March 1 March 16	March 1-15 (13 days) March 16-31 (14 days)	March 8 March 23	March 14 March 30		
April	31-Mar April 17	April 1-15 (13 days) April 16-30 (13 days)	5-Apr April 24	April 14 April 28	April 6 - Maundy Thursday (Regular) April 7 - Good Friday (Regular) April 8 - Black Saturday (Regular) April 10 - Araw ng Kagitingan (Regular)	Thursday Friday Saturday Friday
May	May 2 May 16	May 1-15 (13 days) May 16-31 (13 days)	May 8 May 23	May 12 May 30	May 1 - Labor Day (Regular)	Monday
June	June 1 June 16	June 1-15 (13 days) June 16-30 (13 days)	June 8 June 23	June 14 June 29	June 12 - Independence Day (Regular)	Monday
July	July 3 July 17	July 1-15 (13 days) July 16-31 (14 days)	July 10 July 24	July 14 July 28		
August	August 1 August 16	Aug. 1-15 (12 days) Aug. 16-31 (14 days)	August 8 August 23	August 14 August 30	August 21 - Ninoy Aquino Day (Special) August 28 - National Heroes Day (Regular)	Monday Monday
September	September 1 September 18	Sept. 1-15 (13 days) Sept. 16-30 (13 days)	September 8 September 25	September 14 September 29		
October	October 2 October 16	Oct. 1-15 (13 days) Oct. 16-31 (13 days)	October 9 October 23	October 13 October 27		
November	November 1 November 16	Nov. 1-15 (13 days) Nov. 16-30 (13 days)	November 8 November 23	November 14 November 29	November 1 - All Saints' Day (Regular) November 2 - All Souls' Day (Special) November 27 - Bonifacio Day (Regular)	Wednesday Thursday Monday
December	December 1 December 18	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)	Friday Sunday Monday Saturday Sunday

Prepared By:


JESSA G. ALCANTARA

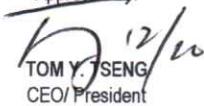
HR Assistant - Timekeeping

Noted By:


MAMERTA F. TAGLE
HR Supervisor


OLIVER M. FILOTEO
Executive Vice President

Approved By:


TOM Y. SENG
CEO/President

*already coordinated
with payroll*