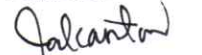


CUT-OFF CALENDAR YEAR 2023

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

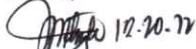
Month	HR Cut-Off	Pay Period	Payroll Cut-Off	Bank Submission	Holidays	
January	January 3	Jan. 1-15 (13 days)	January 9	January 13	January 1 - New Year's Day (Regular)	Sunday
	January 16	Jan. 16-31 (14 days)	January 23	January 30	January 2 (Special)	Monday
February	February 1	Feb. 1-15 (13 days)	February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

Prepared By:


JESSA G. ALCANTARA

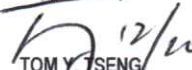
HR Assistant - Timekeeping

Noted By:


MAMERTA F. TAGLE
HR Supervisor


OLIVER M. FILOTEO
Executive Vice President

Approved By:


TOM Y. SENG
CEO/ President

*Already coordinated
with payroll*