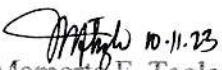


TO : ALL EMPLOYEES  
FROM : HUMAN RESOURCE DEPARTMENT  
RE : AS STATED  
DATE : October 11, 2023  
REF# : HRD-SUP-23-10-055  
CC : DC/file

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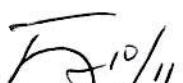
Please be informed that October 30, 2023, Monday was declared a Special (Non-Working) day throughout the country based on Proclamation #359 to give Filipino people the opportunity to participate in Barangay and Sangguniang Kabataan Election and exercise their right of suffrage. Please be reminded that special holiday is no work no pay policy hence if you have available credit you could file it as paid leave.

In this regard, since November 1 is considered a regular holiday based on our policy, employees must be present the day preceding November 1 (which is October 31) for you to get paid. Those who will file leave, ensure that you have available credit for filing it as paid leave. Lastly, November 2 is also a special holiday. (REF#:HRD-SUP-22-9-060)

 10-11-23  
Mamerta F. Tagle  
HR-Supervisor

Approved by:

  
Oliver M. Filooteo  
Executive Vice-President

  
10/11  
Tom Y. Tseng  
President



MALACAÑAN PALACE  
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

PROCLAMATION NO. 359

DECLARING MONDAY, 30 OCTOBER 2023, AS A SPECIAL (NON-WORKING)  
DAY THROUGHOUT THE COUNTRY

**WHEREAS**, in *Macalintal v. Commission on Elections* (G.R. Nos. 263590, 263673, 27 June 2023), the Supreme Court ruled that the Barangay and Sangguniang Kabataan Elections set on the last Monday of October 2023 shall proceed as scheduled;

**WHEREAS**, it is imperative that the people be given the full opportunity to participate in the said elections and exercise their right of suffrage.

**NOW, THEREFORE, I, FERDINAND R. MARCOS, JR.**, President of the Philippines, by virtue of the powers vested in me by law, do hereby declare Monday, 30 October 2023, as a special (non-working) day throughout the country.

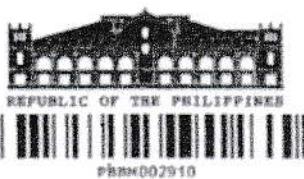
**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the seal of the Republic of the Philippines to be affixed.

Done in the City of Manila, this 9th day of October , in the year of Our Lord, Two Thousand and Twenty Three.

By the President:

The handwritten signature of Lucas P. Bersamin, Executive Secretary.

LUCAS P. BERSAMIN  
Executive Secretary



PBBM002910

THE PRESIDENT OF THE PHILIPPINES

