

TO : ALL EMPLOYEES  
FROM : HUMAN RESOURCE DEPARTMENT  
RE : AS STATED  
DATE : March 21, 2025  
REF# : HRD-SUP-25-03-013  
CC : DC/file/NEWS

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Please be informed that Tuesday, April 1, 2025, has been declared a Regular Holiday nationwide under Proclamation No. 839 in observance of Eid'l Fitr (Feast of Ramadan).

In line with this, we would like to remind all employees that to be eligible for holiday pay, you must be present on the working day immediately preceding the holiday.

If you wish to take a leave before the holiday, you must file for paid leave, provided you have sufficient leave credits available.

For any clarifications, please feel free to reach out to HR

Thank you.

*M. Tag 3/21/25*  
MAMERTA TAGLE  
HR Supervisor

Approved by::

*O. M. Filoteo 3/24*  
OLIVER M. FILOTEO  
CEO