

TO : ALL EMPLOYEES
FROM : HUMAN RESOURCE DEPARTMENT
RE : EID'L ADHA (FEAST OF SACRIFICE)
DATE : May 23, 2025
REF# : HRD-SUP-25-05-024
CC : DC/file/NEWS

Please be informed that Friday, June 6, 2025, has been declared a Regular Holiday nationwide under Proclamation No. 911 in observance of Eid'l Adha (Feast of Sacrifice).

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.


MAMERTA TAGLE
HR Supervisor

Approved by:


OLIVER M. FILOTEO
CEO

ask marketing
to prepare
announcement
post.