

TO : ALL EMPLOYEES
FROM : HUMAN RESOURCE DEPARTMENT
RE : DECEMBER HOLIDAYS CLARIFICATION
DATE : November 21, 2024
REF# : HRD-SUP-24-A -044
CC : DC/ file

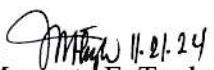
Please be informed that, in addition to December 24, 25, 30, and 31, which were earlier declared regular holidays, December 23, will also be designated as a non-working day.

However, employees who did not attend the December 21, Year-End Party will not receive pay for December 23. Additionally, please note that Saturday, December 21, will be an unpaid day unless otherwise required for work-related activities.

Only employees involved in ingress and egress activities during this period may file for overtime to accommodate setup and teardown requirements.

Furthermore, to qualify for holiday pay, employees must be present on the workday immediately preceding the holiday. For this period, **Friday, December 20**, will be considered the day before the holidays.

For your information and guidance.


Mamerta F. Tagle
HR-Supervisor

Noted/Approved by:


Oliver M. Filoteo
CEO