

DATE: August 16, 2019  
FROM: HR Department  
TO: All TCLS Mortgage Employees  
SUBJECT: Ninoy Aquino Day 2019

**Memorandum #08-2019**

In lieu with the declaration of the Ninoy Aquino Day as a Special Non-Working Holiday on August 21, 2019 (Wednesday, PH time), please be informed that we will be holding office on the said day.

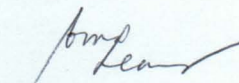
Special Non-Working Holiday Premium


If Unworked	If Worked
"No Work, No Pay" Principle will take effect.	First eight (8) work : plus 30% of the daily rate of 100%
	Excess of eight (8) work : plus 30% of hourly rate on the said day

It is strongly suggested that all employees will work on this day as it is a critical work week on the operations.

However, employees may file a leave request but only the first 50% of the staff for each department who made formal request for day off will be authorized and granted in accordance with the order or request and subject to management's approval.

Please be guided accordingly.

  
**Bakhita Llames**  
HR Officer

  
**Rameyn Alaba**  
Manager