

DATE: October 26, 2019
FROM: HR Department
TO: All TCLS Mortgage Employees
SUBJECT: All Saints' Day 2019
All Souls' Day 2019
Change in Office Hours due to Daylight Saving Time

Memorandum #013-2019

I. All Saints' Day and All Souls' Day 2019

Please be informed that we will be holding office on the following declared holidays:

Special Non-Working Holiday Premium

	If Unworked	If Worked
All Saints' Day November 1, 2019 Friday	"No Work, No Pay" Principle will take effect.	First eight (8) work : plus 30% of the daily rate of 100%
All Souls' Day November 2, 2019 Saturday		Excess of eight (8) work : plus 30% of hourly rate on the said day

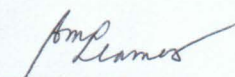
It is strongly suggested that all employees will work on these days as these are considered as critical days.

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 of request and subject to management's approval.

II. Change in Office Hours due to Daylight Saving Time

Please also be informed that starting November 5, 2019 (PHT), office hours will start at 1:00 AM and will end at 10:00 AM.

Please be guided accordingly.


Bakhita Llamas
HR Officer


Ramelyn Alaba
Manager