


Date: May 6, 2019  
Memorandum To: All Regular and Probationary Employees  
Subject: Change in Payroll Payout Schedule

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Inasmuch as the schedule of payroll in the US falls every 5th and 20th of the month, there is a need for our company to align with such schedule for convenience and ease of implementation. Hence, effective June 2019 and every month thereafter, all employees (regular and probationary) will receive their payroll every 5th and 20th day of the month. This new payroll payout schedule will continue to be in effect until the same is changed by the company.

This memorandum will serve as an amendment to your existing employment contracts.

Please be guided accordingly.

  
Ramelyn Alaba  
Office Manager

5/9/2019