



PLANADES

Planning and Development Research Foundation, Inc.

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INTERNAL MEMORANDUM (IM) HR 2024-06-014

DATE : June 6, 2024
TO : ALL STAFF, PROJECT CONSULTANTS, PARTNERS and CLIENTS
RE : **Announcement: Upcoming Non-Working Holidays in June 2024**

As we approach the month of June, I would like to inform everyone about the upcoming non-working holidays in the Philippines. These holidays are an opportunity for us to commemorate significant events and observe important cultural traditions. Please take note of the following dates:

1. Independence Day - Wednesday, June 12, 2024. On this day, we celebrate the Philippines' declaration of independence from Spanish rule in 1898. It is a time to honor our nation's history and reflect on the values of freedom and sovereignty. Our regular office operations will resume on Thursday, June 13, 2024.

2. Eid'l Adha (Feast of Sacrifice) - Monday, June 17, 2024. Eid'l Adha is one of the most significant Islamic holidays, commemorating the willingness of Ibrahim (Abraham) to sacrifice his son as an act of obedience to God. This day is observed by our Muslim brothers and sisters with prayers, feasts, and acts of charity. In recognition of this important occasion, our office will be partially operative and regular office operations will resume on Tuesday, June 18, 2024.

Please plan your work schedules accordingly and ensure that any pending tasks are completed in advance to avoid any disruptions. If you have any urgent matters that need attention during these holidays, kindly coordinate with your respective supervisors to make the necessary arrangements.

We encourage everyone to take this time to relax, spend quality moments with family and friends, and participate in the celebrations and traditions that these holidays bring.

Thank you for your attention and cooperation. Should you have any questions or require further information, please do not hesitate to reach out to the Admin/HR department.

Dr. Engr. Tabassam Raza
Executive Director

Ms. Jenie G. Darang
HR Associate/ Accountant

cc: JS/JP/DS/EL/RO/NA/RQ
President/BOT