



PLANADES

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INTERNAL MEMORANDUM (IM) HR 2024-08-017

DATE : August 17, 2024
TO : ALL STAFF, PROJECT CONSULTANTS, PARTNERS and CLIENTS
RE : **Official Holidays in August 2024**

We would like to inform you about the upcoming official holidays in the Philippines. Please take note of the following dates and plan your schedules accordingly:

1. **Quezon City Day - August 19, 2024 (Monday).** Quezon City Day is a special non-working holiday in Quezon City. This day commemorates the founding of Quezon City, which was established in 1939. Employees who are based in Quezon City or whose work is primarily conducted in Quezon City should take note of this holiday. Please coordinate with your respective supervisors to ensure that all necessary arrangements are made for this day.
2. **Ninoy Aquino Day - August 23, 2024 (Friday).** Ninoy Aquino Day is a national non-working holiday in the Philippines. This day honors the memory of Senator Benigno "Ninoy" Aquino Jr., whose assassination in 1983 was a pivotal moment in Philippine history. All employees nationwide are entitled to this holiday. Please ensure that any critical tasks or deadlines are managed in advance to accommodate this day off.
3. **National Heroes Day - August 26, 2024 (Monday).** National Heroes Day is a regular national holiday that honors the bravery and sacrifices of all Filipino heroes who fought for the country's freedom and democracy. This holiday is observed nationwide, and all employees are entitled to a day off. As this holiday falls on a Monday, it provides a long weekend, so please plan any personal or professional activities accordingly.

Action Required:

- Please review your project timelines and deliverables to ensure that the holidays do not impact our commitments.
- Team Leaders / Managers are requested to coordinate with their teams to adjust work schedules if necessary.
- For any urgent matters that may arise during these holidays, please ensure that you have a contingency plan in place.

We appreciate your attention to this matter and your cooperation in ensuring a smooth workflow despite the upcoming holidays. Should you have any questions or require further clarification, please do not hesitate to reach out at info@planades.org or hr@planades.org.

Thank you for your understanding and continued dedication.

Ms. Jenie G. Darang
HR Associate

Dr. Engr. Tabassam Raza
Executive Director

cc: BOT