



PLANADES

Planning and Development Research Institute (PLANADES), Inc.

(Formerly: Planning and Development Research Foundation Inc., formerly: U.P. Planning and Development Research Foundation Inc.)

Address: PLANADES Office, School of Urban and Regional Planning Bldg, E. Jacinto Street

University of the Philippines, Diliman, Quezon City 1101, Philippines

Telephone No. (632) 8332-5034; (+63) 917-7013833; (+63) 917-1791603; E-mail: info@planades.org; Website: <https://planades.org/>

INTERNAL MEMORANDUM (IM)

HR 2026-08-18

DATE : August 18, 2026
TO : All PLANADES Personnel, Partners, Consultants, and Clients
FROM : HR Associate
SUBJECT : **Observance of Upcoming Holidays on August 19 and 21, 2026**

Please be informed that PLANADES office operations will be suspended on the following dates in observance of the upcoming holidays:

- August 19, 2026 (Wednesday) – Quezon Day

A special non-working holiday in Quezon City commemorating the birth anniversary of former President Manuel L. Quezon.

- August 21, 2026 (Friday) – Ninoy Aquino Day

A special non-working day throughout the country commemorating the death anniversary of former Senator Benigno “Ninoy” S. Aquino Jr.

Please note that **August 20, 2026 (Thursday)** will remain a regular working day, while partial office operations will be observed on **August 22, 2026 (Saturday)**.

All personnel are advised to complete or make the necessary arrangements for urgent assignments, submissions, meetings, and project deliverables that may be affected by the holidays. Personnel assigned to time-sensitive project activities shall coordinate with their respective supervisors regarding the appropriate work arrangements.

For the information and guidance of everyone.

Thank you.

JENIE G. DARANG, CPA

HR Associate