MEMORANDUM

TO: ALL OFFICIALS AND EMPLOYEES

SUBJECT: 2005 LENTEN SEASON HOLIDAYS

DATE: 18 MARCH 2005

By virtue of Proclamation No. 808 dated 15 March 2005 issued by the Office of the President, and in observance of the Holy Week, the following are declared as special (non-working) days throughout the country:

March 23, 2005 (Holy Wednesday) - Special Non-Working Holiday
March 24, 2005 (Maundy Thursday) - Regular Holiday
March 25, 2005 (Good Friday) - Regular Holiday
March 26, 2005 (Black Saturday) - Special Non-Working Holiday

The proclamation further states that all employees of department, offices, agencies and instrumentalities of the executive branch of the government, including government-owned or controlled corporations, shall not be required to report for work on Wednesday, 23 March 2005, except that:

"a. The head of a department, office, agency, instrumentality or government-owned or controlled corporation may, if required by the exigencies of public office, direct employees of said department, office, agency, instrumentality or government-owned or controlled corporation to observe regular working hours and provide services to the public on the said date."

In this regard, the following operating units namely, the Balik-Manggagawa Assistance Division, Seabased and Landbased Processing Centers, and the Public Information Assistance Center shall operate through a skeletal force on Wednesday, 23 March 2005, from 7:00 a.m. to 12:00 noon so as not to hamper the delivery of basic services to the public.

The Division heads concerned are directed to submit to the Human Resource Development Division (HRDD) the list of the names of the employees who will constitute the skeletal forces of their respective units for attendance monitoring purposes.

For information and guidance.

ROSALINDA DIMAPILIS-BALDOZ
Administrator