



WAREHOUSE MANAGEMENT | WORKFORCE SOLUTIONS

To: All Expedise Workforce Employees	Date: July 30, 2025
From: Customer Care Department	Memo No: Customer Care 03-2025
Subject: Movement on Deduction Schedule	

To our valued Customers,
Para sa minamahal naming Customers,

Starting **August 5, 2025**, we will be adjusting the schedule for deducting government contributions (SSS, Pag-IBIG, and PhilHealth) from your salary. This change is being made to ensure that your contributions are properly and accurately reported based on the period they are meant to cover.

***Simula sa Agosto 5, 2025**, magkakaroon tayo ng pagbabago sa iskedyul ng pagbawas ng mga kontribusyon para sa SSS, Pag-IBIG, at PhilHealth mula sa inyong sahod. Ang pagbabagong ito ay ginagawa upang matiyak na ang inyong mga kontribusyon ay maayos at eksaktong naiuulat batay sa tamang panahon na kanilang kinakatawan.*

Here's the new schedule for deductions:

Narito ang bagong iskedyul ng pagbawas:

For the 1st Cutoff of the Month:

Para sa Unang Cutoff ng Buwan:

- **SSS** – First half of your monthly contribution
SSS – Unang kalahati ng buwanang kontribusyon
- **Pag-IBIG (HDMF)** – Full monthly contribution
Pag-IBIG – Buong buwanang kontribusyon
- **PhilHealth** – First half of your monthly contribution
PhilHealth – Unang kalahati ng buwanang kontribusyon

For the 2nd Cutoff of the Month:

Para sa Ikalawang Cutoff ng Buwan:

- **SSS** – Second half of your monthly contribution
SSS – Ikalawang kalahati ng buwanang kontribusyon



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- **PhilHealth** – Second half of your monthly contribution
PhilHealth – Ikalawang kalahati ng buwanang kontribusyon

Please refer to your site's regular payroll schedule (5th & 20th, 10th & 25th, or 15th & 30th) as shared before. If you have any questions or need clarification, feel free to reach out to your respective Customer Care.

Mangyaring tignan sa inyong regular na iskedyul ng payroll (ika-5 at ika-20, ika-10 at ika-25, o ika-15 at ika-30 ng buwan) na naipaalam na noon. Kung kayo ay may katanungan o paglilinaw, huwag mag-atubiling lumapit sa inyong Customer Care.

Thank you for your understanding and cooperation.
Maraming salamat sa inyong pang-unawa at pakikiisa.

A handwritten signature in black ink, appearing to read "KAS", with a stylized flourish at the end.

Karlo Angelo S. Ocampo, CHRA
Customer Care Strategist

A handwritten signature in black ink, appearing to read "Marites", with a stylized flourish at the end.

Marites A. Olaso
Workforce Operations Manager