



**MEMORANDUM**

**TO : ALL TENANTS**  
**FROM : ADMINISTRATION OFFICE**  
**DATE : NOVEMBER 8, 2019**  
**RE : MALL HOLIDAY SEASON SCHEDULE 2019**

Please be informed of our Mall Schedule from **November 11, 2019- January 10, 2020** in lieu with the direction of the Metropolitan Manila Development Authority (MMDA) to ease the vehicular and pedestrian traffic congestion this holiday season.

**Delivery Schedule**

<b>PARTICULAR</b>	<b>DELIVERY AND PULLOUT SCHEDULE</b>
Perishable goods (Food and Ice)	7:00am-12:00nn
Merchandise, supplies, construction materials and other materials	11:00pm-5:00am

- Security posting charges of the merchandise deliveries shall be waived. On going construction works at night will still be subject for security posting charges.
- Delivery and pull out of the store shall be witnessed by your personnel

**Mall Operating Hours**

<b>DAY</b>	<b>MALL BUSINESS HOURS</b>
Monday to Friday	11:00 am -11:00 pm
Saturday and Sunday	10:00 am -10:00 pm

- Supermarket, bank and tenants with outdoor access shall be in a regular operating hours
- A Separate memorandum will be released for the Holiday mall business hours

Kindly ensure that all work permit and gatepass shall be processed ahead of time and you have relayed the delivery schedule to your commissary

For your guidance.

  
**LANIBEL L. FORMENTERA**  
OIC-Mall Operations

Noted by:

  
**RHONA G. QUILON**  
Mall Operations Head

