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MEMORANDUM TO ALL CONCERNED SKELETON WORKFORCE PERSONNEL

FROM : *[Signature]*
THE MANAGER
Administrative Services Department

SUBJECT : **BIOMETRIC ENROLLMENT**

DATE : **3 FEBRUARY 2021**

All skeleton workforce personnel who have yet to enroll in the new biometric device are advised to personally coordinate their enrollment with Ms. Anita S. Torres of the Human Resource Services Division from 8-11 February 2021.

Be advised that all skeleton workforce personnel must be enrolled in the new biometric device by Thursday, 11 February 2021.

For your information and guidance.

