



## ASIAN LAND STRATEGIES CORPORATION

To : ALL ASIAN LAND GROUP EMPLOYEES  
From : HRA – Comp Ben  
Date : June 27, 2022  
Cc : MANCOM/ File  
Ref./Rev : HRD-2022-022/Rev-000  
Re : **BIOMETRICS INSTRUCTIONS**

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Please be informed that effective immediately, enrolled user employees are advised against doing multiple logs in the Biometrics (In and Out process) because it will only be filtered in the system and may ultimately result to "No Time in / Time Out" scenarios in the DTR.

For multiple logs with the same transaction, **only the earliest time** will be considered.

Example:

If an employee comes back to the office after his/her break

12:59:10 Lunch In - *Logged*

12:59:45 Lunch In - *Logged but Filtered or removed from the system*

Log your attendance to the device properly. We would like to remind you again of the steps:

1. Ensure that proper transaction type must be selected whether it's **'TIME IN'**, **'LUNCH IN'**, **'LUNCH OUT'**, and **'TIME OUT'**.
2. Log using your thumb or index finger and wait for the system to recognize your log. Herewith is the display message when the biometrics device **successfully** logged the transaction:



3. If the validation is unsuccessful, that's the only time you may repeat the process.  
Below is the unsuccessful display message:



Make sure to double-check the current transaction type and if the biometrics successfully logged the transaction.

For your guidance and compliance.

Thank you.

  
**LIZETH Y. CASTRO**  
Compensation & Benefits Officer

Noted by:

  
**MA. SHEILA G. MANALO**  
Chief Human Resources Officer