

To: All SJI Zamboanga Sales Team Members

From: Angelo Miguell T. Natividad
Finance Director

Re: Parallel Bio-Metric & Manual Recording of DTR

Cc: Office of the President, HRD, MIS

Date: July 22, 2020

In order to facilitate the processing of our employees' payroll, we will soon be migrating to electronic recording (bio-metric) of the Daily Time Record (DTR) for all SJI outlets from the current manual recording.

In view of the above, all Zamboanga outlets are hereby required to do parallel recording of the DTR through BIO-METRIC and MANUAL starting on **July 26, 2020**. Both these records will be reconciled prior to the processing of the individual payroll.

Should you have any question/concerns on the biometric technical, please feel free to get in touch with Ma'am Sheena Cañega, the MIS team through cell 0935-4701-1189 or email at smdcanega@gmail.com.

Please be guided accordingly.



ANGELO MIGUELL T. NATIVIDAD
Finance Director