

To: All SJI Zamboanga Sales Team Members

From: Angelo Miguell T. Natividad
Finance Director

Re: Official Usage of Biometric

Cc: Office of the President, HRD, MIS

Date: November 23, 2020

Please be informed that the process of migrating to electronic recording (bio-metric) of the Daily Time Record (DTR) for the following outlets already completed:

ZKC	PGH
CLM	PBE
CPS	OBP
CGM	OGR

In view of the above, please record all Team Members' DTR through the BIO-METRIC system only starting on the payroll period from **November 26, 2020** to **December 10, 2020**. This will be the official records to be used for payroll processing.

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

Please be guided accordingly.



ANGELO MIGUELL T. NATIVIDAD
Finance Director