

TO: SJI Sales Team Members

FROM: Angelo Miguell T. Natividad
Finance Director

Re: Attendance Records Validation & EIP Submission Cut-Off for PI

Cc: Office of the President, HRD, MIS

Date: August 03, 2021

To facilitate faster processing and on-time releasing of productivity incentive (PI), we are requesting all Sales team members to have their previous month attendance transactions filed and validated before 1pm on the 3rd day of the following month effective August 03, 2021.

Furthermore, please also submit the EIP for processing not later than 5th day of the following month.

Online timekeeping report shall be extracted by our Timekeeper at exactly 1pm. Any discrepancies in the timekeeping report during the extraction shall be adjusted on the next PI cut-off.

Should you have any question/concerns, please feel free to get in touch with Ma'am Daren Jane Borgonia of the Finance team through cell no. [0917-580-7114](tel:0917-580-7114) or email at darenjaneborgonia@gmail.com.

For your information and guidance.



ANGELO MIGUELL T. NATIVIDAD
Finance Director