

TO: All Team Members

FROM: Angelo Miguell T. Natividad
Finance Director

Re: Attendance Records Filing & Validation Cut-Off

Cc: Office of the President, HRD, MIS

Date: July 09, 2021

To facilitate faster processing of payroll and on-time releasing of salary, we are requesting all team members to have their attendance records filed and validated before 1pm on the next working day of payroll cut-off (every 11th and 26th day of the month) effective July 10, 2021 payroll cut-off.

The online timekeeping reports shall be extracted by our Timekeeper at exactly 1pm. All discrepancies in the timekeeping report after the extraction shall be adjusted on the next payroll 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