

To : All Employees

From : Happiness Resources

RE : Launching of **HRIS and ECF (Employee Clearance Online) and ATD Online**

Date : September 19, 2018

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We are happy to announce that **HRIS and ECF (Employee Clearance Online) and ATD Online** will be officially launched effective **October 15, 2018**.

Your respective HRIS accounts will be emailed to your department heads on or before October 11, 2018 by Audit Department.

For other inquiries, feel free to contact us.

For your information and guidance.

Thank you.

Respectfully,

 Atty. Angelique Margret T. Natividad  
HR Director