

To: All SJI Zamboanga Sales Team Members

From: Angelo Miguell T. Natividad
Finance Director

Re: Official Usage of eDTR

Cc: Office of the President, HRD, MIS

Date: March 16, 2021

Please be informed that the process of migrating to electronic recording (biometric) of the Daily Time Record (DTR) for SJI outlets is already completed:

CGP	PGS
DGQ	TPM
DMQ	IBS
DGB	CLM
KSS	

In view of the above, the usage of manual DTR shall be discontinued. Electronic DTR (eDTR) will be the official records to be used for payroll processing effective **March 11, 2021**.

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