

To: SJI Sales Team Members

From: Angelo Miguell T. Natividad  
Finance Director

Re: Parallel Bio-Metric & Manual Recording of DTR

Cc: Office of the President, HRD, MIS

Date: January 25, 2021

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In order to facilitate the processing of our team members' payroll, we will soon be migrating to electronic recording (bio-metric) of the Daily Time Record (DTR) for all SJI outlets from the current manual recording.

In view of the above, **IQA, IPA, CCB, DCM** and **SQP** outlets are to do parallel recording of the DTR through BIO-METRIC and MANUAL starting on **January 26, 2021**. Both these records will be reconciled prior to the processing of the individual payroll.

Should you have any question/concerns on the biometric technical, please feel free to get in touch with Ma'am Sheena Cañega, the MIS team through cell 0935-4701-1189 or email at [smdcanega@gmail.com](mailto:smdcanega@gmail.com).

Please be guided accordingly.



ANGELO MIGUELL T. NATIVIDAD  
Finance Director