

TO : All STI-TNGC Employees

FROM : Atty. ~~Angelique~~ Margret T. Natividad,
HR Director

RE : Releasing Of PayMaya ID

DATE : November 19, 2019

The HR Department will release all of our PayMaya IDs on November 22 to 29, 2019. In connection with this, those who have STI IDs need to surrender your old STI ID to HR department to be able to get your Pay Maya Card.

Our Ma'am Monique will visit each department on the following dates to distribute the PayMaya IDs and collect all old STI IDs:

Date	Time	Department
November 23, 2019	9:00-3:00pm	ACAD/Faculty/HR Department
November 25, 2019	09:30-03:00pm	CSS department
November 26, 2019	10:00am-03:00pm	Accounting/Audit department
November 27, 2019	10:00am-12:00pm	Marketing/MIS department

Please be advised that the PayMaya Card is the official ID of all STI employees across the country and we will no longer release the old STI ID.

HR reminds everyone to be vigilant in the use of your cards to avoid loss or fraud. Any transactions in which you will use the PayMaya Card as the company ID should be done with care and responsibility.

You may contact HR at 991-9936 or visit us at our office if you have any questions or concerns. Look for M'Monique or M'Ira.

Thank you.