

To: All SJI Zamboanga Sales Team Members

From: Angelo Miguell T. Natividad  
Finance Director

Re: Official Usage of Biometric

Cc: Office of the President, HRD, MIS

Date: September 9, 2020

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Please be informed that the process of migrating to electronic recording (bio-metric) of the Daily Time Record (DTR) for all SJI Zamboanga outlets except ZKC has been completed.

In view of the above, please record all Team Members' DTR through the BIO-METRIC system only starting on the payroll period from **August 26, 2020 to September 10, 2020**. This will be the official records to be used for payroll processing.

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](mailto:smdcanega@gmail.com).

Please be guided accordingly.



ANGELO MIGUELL T. NATIVIDAD  
Finance Director