

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: March 1, 2021

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, **CGP, DGQ, DMQ, DGB, KSS, PGS, TPM, IBS and CLM** outlets are to do parallel recording of the DTR through BIO-METRIC and MANUAL starting on **February 28, 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.

Please be guided accordingly.



ANGELO MIGUELL T. NATIVIDAD
Finance Director