

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: January 25, 2021

Please be informed that the process of migrating to electronic recording (bio-metric) of the Daily Time Record (DTR) for SJI outlets is already completed, except for the following 16 outlets:

| | |
|-----|-----|
| BMP | DGB |
| IQA | KSS |
| IPA | PGS |
| CCB | CGP |
| DCM | TPM |
| SQP | DSP |
| DMQ | IBS |
| DGQ | VSR |

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 **January 26, 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