

To: SJI Sales Team

From: Angelo Miguell T. Natividad  
Finance Director

Re: Official Usage of Biometric

Cc: Office of the President, HRD, MIS

Date: February 11, 2021

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Please be informed that the process of migrating to electronic recording (biometric) of the Daily Time Record (DTR) for the following outlets already completed:

IQA  
CCB  
SQP  
DCM  
DSP

In view of the above, please record all Team Members' DTR through BIOMETRIC system only, starting on the payroll period from February 11, 2021 to February 25, 2021. This will be the official records to be used for payroll processing.

Should you have any questions/concerns, please feel free to get in touch with Ma'am Sheena Cañega of the MIS team through cell number 0935-470-1189 or email at [smdcanega@gmail.com](mailto:smdcanega@gmail.com).

Please be guided accordingly.



ANGELO MIGUELL T. NATIVIDAD  
Finance Director