

To: All SJI, STI, TNGC and DI Team Members  
 From: Atty. Angelique Margret T. Natividad, HR Director  
 Re: Updated Policy on Gadget Issuance Entitlements  
 Date: 24 September 2019

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With the advent of technology, the time has come for our gadget issuance policy to reflect current day needs of the company and its team members.

With this, an update on which regular employees are entitled to gadgets is listed below.

<b>Cellphone</b>	
Rationale: To give team members with roles requiring a lot of out-of-office communication more convenience in performing their tasks.	
<i>Business Heads, Directors, Department Heads</i>	
President (SJI and STI) School Administrator VP for Operations (SJI) Business Head (DI) Audit Director HR Director Senior High School Principal	Finance Director MIS Director Sales Director Marketing Director Maintenance Head CSS Department Head Academic Head
<i>Supervisors, Team Leaders, Store-In-Charge, Section Heads</i>	
SC Supervisor Sales and Operations Manager Audit Supervisor (Operations) HR Training Head HR Admin Head Buying Section Head HR Recruitment Head Delivery/Logistics Section Head	Accounting Supervisor Marketing PR & Promo Section Head Marketing Research Section Head Area Sales Head Team Leaders Store-In-Charge Warehousing Head
<i>Staff</i>	
JO in charge Deliverer/Logistics Staff Business Development Officer Purchaser Marketing Staff (Communications) Admission Officer Alumni Placement Officer	Operations Audit Staff Recruitment Staff Trainers Accounting Staff MIS Technician MIS Staff (handling system errors and online RIS)

<b>Laptop</b>
Rationale: For presentations and immediate documentation, for answering online inquiries from applicants and clients while out of office, for heavy-duty report-creation outside of the office (roles with a lot of travel)

<i>Business Heads, Directors, Department Heads</i>	
President (SJI and STI) School Administrator VP for Operations (SJI) Business Head (DI) Audit Director HR Director Senior High School Principal	Finance Director MIS Director Sales Director Marketing Director CSS Department Head Academic Head
<i>Supervisors, Team Leaders, Store-In-Charge, Section Heads</i>	
SC Supervisor Sales and Operations Manager Audit Supervisor (Operations) HR Training Head HR Admin Head HR Recruitment Head MIS Programming Head Logistics Section Head	Accounting Supervisor Marketing PR & Promo Section Head Marketing Research Section Head Area Sales Head Team Leaders MIS Data Admin Head Buying Section Head Warehousing Head
<i>Faculty &amp; Staff</i>	
Audit Staff (Operations) Audit Staff (Systems & Process) Recruitment Staff	Trainers Faculty (at least part-time full load with tenure of at least 1 semester, see 2015 Laptop Issuance Policy)

<b>iPad</b>	
Rationale: For presentations to external clients, training presentations, system modules & templates accessible on tablets	
<i>Business Heads, Directors, Department Heads</i>	
President (SJI and STI) School Administrator VP for Operations (SJI) Audit Director Sales Director	Finance Director MIS Director Marketing Director HR Director
<i>Supervisors, Team Leaders, Store-In-Charge, Section Heads</i>	
Team Leaders (For training purposes only, see policy for further qualifications)	
<i>Staff</i>	
Business Development Officer	Jewelry Representative

<b>UnliSurf/Data Plan</b>
Rationale: For those who are mobile or always on travel but need immediate access to emails, HRIS, RIS. People who directly report to the Board.
<i>Business Heads, Directors, Department Heads</i>


President (SJI and STI) School Administrator VP for Operations (SJI) Business Head (DI) Audit Director HR Director	Finance Director MIS Director Sales Director Marketing Director
<i>Supervisors, Team Leaders, Store-In-Charge, Section Heads</i>	
Sales and Operations Manager HR Training Head HR Recruitment Head MIS Programming Head	Accounting Supervisor Store-In-Charge Audit Supervisor (Operations) SC Supervisor
<i>Staff</i>	
Recruitment Staff Trainers	Marketing Staff (in charge of replying to or managing social media)

All applications received by HR prior to Sept 24, 2019 will follow the old policy. This new policy will apply to all applications received by HR after Sept 24, 2019.

Prepared by:

Atty.  Margret T. Natividad  
HR Director

Approved by:

 Angela Monette T. Natividad, CPA, ME  
President, SJI and STI 23/09/2019