

To : All STI Faculty

From : Happiness Resources Department

RE : E-DTR (Electronic Daily Time Record)

Date : February 9, 2019

We are happy to inform you that our biometric system is now ready for deployment. Effective **February 26, 2019 (Monday)** we will no longer use the manual DTR (time card). This means that you no longer have to ask any of the guards on duty to write the time on your time card.

Instead, we will use only the E-DTR system for digital recording of your attendance. We are confident that the E-DTR is the best way to handle our recording needs while making attendance-taking faster and more efficient.

Through this system, we aim to eliminate errors in timekeeping and to fully convert into paperless attendance monitoring and payroll computation.

We would like to remind all Team Members holding classes and events in Waltac to log in at the STI Building Lobby before proceeding to the Waltac premises.

This is to ensure the accuracy of time in and out given the new Biometric System.

Should you have any questions, please do not hesitate to call HR.

Thank you.

Sincerely,


Atty. Angelique Margret T. Natividad
HR Director