

TO : All STI Staff Employees

FROM : Happiness Resources

RE : E-DTR (Electronic Daily Time Record)

DATE : December 17, 2018

---

As part of the digitization activities of our organization, we introduced the Biometric System last February 26, 2018. Since then, we have enrolled all team members' fingerprints and tested our E-DTR (Electronic Daily Time Record).

We are happy to inform you that our testing was successful. Effective **December 26, 2018 (Wednesday)** all STI Staff will no longer use the manual DTR (time card). This means that we will use only the E-DTR system for digital recording of your attendance.

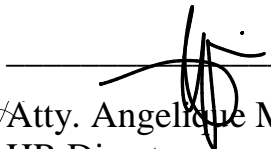
We are confident that the E-DTR is the best way to handle our recording needs while making attendance-taking faster and more efficient.

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

We hope you are as excited as we are to take this next step into automation.

*For your information and guidance, all faculty members will still be using the existing manual DTR (Time Card).*

Thank you.

  
\_\_\_\_\_  
Atty. Angelique Margret T. Natividad  
HR Director