

TO: All SJI & TNGC Team Members

FROM: Angelo Miguell T. Natividad  
Finance Director

Re: Online Filing of Duty During Rest Days and Holidays

Cc: Office of the President, HRD, MIS

Date: July 06, 2021

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To facilitate faster processing of payroll, we are glad to inform you that the filing of duty during rest days and holidays can now be processed in our HRIS system.

In view of the above, the manual filing of duty during rest days and holidays shall be discontinued. The online filing will be the official records to be used for payroll processing effective [July 11, 2021](#).

Online filing of duty during holidays is applicable only to TNGC team members who rendered service during the holidays.

Should you have any question/concerns, please feel free to get in touch with Ma'am Daren Jane Borgonia of the Finance team through cell no. [0917-580-7114](#) or email at [darenjaneborgonia@gmail.com](mailto:darenjaneborgonia@gmail.com).

For your information and guidance.

*Angelo Miguell T. Natividad*

ANGELO MIGUELL T. NATIVIDAD  
Finance Director