To: SJI Team Members

From: Angelo Miguell T. Natividad

Finance Director

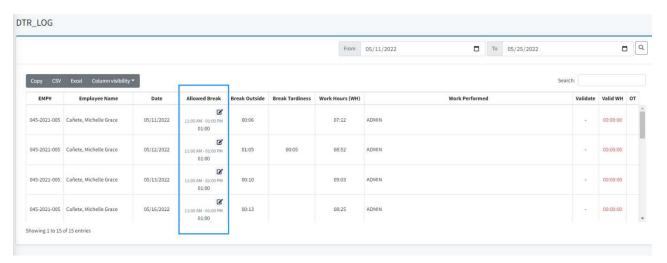
Re: Official Deployment of Break Time Validation

Cc: Office of the President, HRD, MIS

Date: May 19, 2022

We are happy to inform you that effective **May 11, 2022**, the **Break Time Validation** functionality in the HRIS system is officially deployed and ready for use.

The DTR Services module will allow TL/SIC to validate the EC's break time in an easier and faster way. The mentioned module can be accessed via HRIS under DTR Services or via this link http://teamtngc.com/hrisdtrservices/manpower/dtr_log



Furthermore, this module also will be a great help in assisting the complete, accurate and on time processing of timekeeping and payroll.

Please be guided. Thank you.

ANGELO MIGUELL T. NATIVIDAD

(mydemigneti Hotaidad)

Finance Director