

Date: March 13, 2024

To: Team Leaders

From: Angela Monette <sup>22</sup> ~~March 13, 2024~~  
VP-Operations

Re: TL Centralized Biometrics

CC: MIS, Finance, Audit

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Greetings!

Last August 11, 2023, we released a memo for TL Centralized Biometric. We are amending these memo to add one of the guidelines. Please see the changes marked in bold below:

To ensure the completeness and accuracy of the time logs we are introducing the centralized biometrics for the TLs. With this, All TLs are advised to log in and out using the biometrics starting March 15, 2024.

With the implementation of the centralized biometric, TLs will do the following:

1. Log in and out when going on duty in stores while in their area of assignment.
2. Log in and out when on an area store visit.
3. Log in and out when reporting to the head office.
4. Log in and out during lunch break when on duty in store.
5. Travel day is filed as travel in HRIS.
6. **File gatepass in HRIS when leaving the store e.g. personal out, buying snacks, etc.**

For your information and guidance. Thank you