

To : All Team Members

From : Atty. Angelique Margret T. Natividad
HR Director

RE : Manual DTR Input and Activities Module on HRIS (Travel/Training)

Date : July 8, 2021

For easier access and input of all Logs and Travel/Training activities of our Team Members, we have made the Manual DTR Input and Activities Module available on our HRIS.

In the past, all logs and Travel/Training Activities are inputted into our eDTR system by the Department Heads or Supervisors. However, effective **July 11, 2021**, all Team Members shall be responsible to input their own logs and Travel/Training Activities on HRIS. Just like all other modules, inputted Travel/Training Activities are subject for approval of Department Head/Supervisors.

All manual DTRs or Photo of logs from the logbook entry must be send to Department Head/Supervisor as a reference for approval of your inputted logs. No logbook entry photo/Manual DTR, Department head/Supervisor cannot approve the request.

The said Module is under Services Tab along with Time off, and OT modules. Through this, we are helping our Department Head/Supervisor in easier monitoring our functions.

Feel free to contact HR for any questions.

For your information and guidance.