

Date: Aug 9, 2023

To: Team Leaders

From: Angela  T. Natividad
VP-Operations

Re: TL Centralized Biometrics

CC: MIS, Finance, Audit

Greetings!

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 Aug 11, 2023.

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.

For your information and guidance. Thank you