

To : All STI Faculty

From : Happiness Resources Department

RE : Online Employee Clearance in HRIS Parallel Testing

Date : April 6, 2019

As part of the digitization activities of our organization, last October 15, 2018 we officially launched our Employee Clearance Online.

We are happy to announce that on **April 10, 2019 (Wednesday)** we will start our Parallel Testing for Online Employee Clearance Form (ECF) in HRIS. All employees that will need to do their employee clearance may come to HR to process it and to have their questions or concerns addressed.

Should you have any questions, please do not hesitate to call HR.

Thank you.

Sincerely,


Atty. Angelique Margret T. Natividad
HR Director