

Date: 5 March 2019

To: All Employees in the STI Building (STI, SJI, Maintenance Personnel, and Security Officers)

From: Atty. Angelique Margaret T. Natividad, HR Director

Re: Entry and Exit into the Building

With the completion of our Biometric System Testing, HR has removed the use of Daily Time Records (DTR). MIS has also provided us with a facility to record multiple entries and exits per day via the Biometric System.

Given this, please be informed that all Team Members must time in and time out through the biometric system every time they enter or exit the building, regardless of reason. Some frequently asked questions (FAQs) are written below:

1. Do I have to log out even if I will only buy food from across the street?

Yes. All exits, even if for a few minutes, must be recorded. Our security officers will check if you logged out in the Biometric System before exiting the building.

2. Do I have to log out even if I have my gate pass?

Yes. The gate pass will serve as the valid reason for your exit. If your gate pass is approved by your Department Head or other authorized persons (please refer to HR's list of authorized persons to sign gate pass) for official work purposes, the hours you are outside the building will be credited as hours worked.

If you do not submit a gate pass or if your gate pass is issued for personal reasons, the hours you were outside the building will be considered unworked and will be considered undertime. If there is a gate pass for personal reasons, the undertime will be considered undertime with permission.

3. How many times can I log in or log out per day?

You can log in or out unlimited times per day, but each minute spent logged out will be considered unworked unless you have a gate pass with official work purposes.

4. What happens if there is a problem with the system when I log in/log out?

You have to inform our Security Officer so he/she can record it in our DTR and you will have official hours. You must also inform MIS and HR if there are any problems encountered so that the problem can be solved as soon as possible.

5. What happens if I forget to log in/log out?

If you do not log in/log out, this may be considered an act of dishonesty and you may be issued a memo (13A) for acts of dishonesty.

6. I would like to have my 15mins. Break AM/PM and 1 hour lunch break outside the building should I check the Personal?

No, 15mins Break AM/PM is official and a privilege for everyone. You may check you the OFFICIAL box but if you have exceeded the 15mins. Break the excess will be considered hours unworked/undertime.

For Lunch Break you should use directly our Biometric system. You can do your 1 hour lunch break between 11:00 am to 2:00 pm only.

7. Is it possible that I will use all of my Break and Lunch one time in the afternoon for OFFICIAL gate pass?

No, you cannot. Any unused break in the morning is forfeited.

8. We would like to use one (1) gate pass for 2 or more persons.

1 person 1 gate pass only.

Except if both employees will need to go at the same place (outlet, office, canvass of materials, etc.) and will be back at the same time.

9. We had an official activity or seminar outside (COS, Senior's Ball Party, Sales Rally) though it's only half day then I will not pass by the office for my log-in/log-out can I use Gate pass instead?

Yes. And always remember to put the date and purpose.

If you have any questions or concerns, you may ask HR at 991-9936.

Thank you.