

Date: December 12, 2022
To: All Team Members
From: Angelo Miguell T. Natividad
Finance Director
Re: New eDTR System
Cc: Office of the President, Business Head, Directors and Department Heads

We are happy to inform you that effective **December 13, 2022**, the eDTR system functionality in the HRIS is enhanced to serve you better.

The new eDTR system will be a great help in assisting the complete, accurate and on time processing of timekeeping and payroll.

For any concerns and feedback, please feel free to contact Ma'am Rubybel Mina from Finance team at 0917-580-7114.

Please be guided accordingly.



ANGELO MIGUELL T. NATIVIDAD
Finance Director