

To : All Employees

From : Happiness Resources Department

RE : Travel and Training Input in E-DTR

Date : May 15, 2019

Greetings!

In recent months, HR department Team Members are the ones who receive the dates and forms of our employees who travel, undergo training, and participate in other out-of-office activities. It is also HR who input,s all this information in the HRIS (gate pass, travel, training, etc.)

To facilitate easy and fast computation of our payroll and attendance, HR reminds everyone that all **Travel/Training Dates** of team members will be monitored more closely by their Directors, Coor and Department Heads.

Therefore, starting this cut-off **May 11-25, 2019**, all Travel/Training Dates will be entered into our E-DTR system by the **Coordinators, Directors, and Department Heads only**. This is because the Coordinators, Department Heads, and Directors are the most knowledgeable about the functions and needs of their Team Members.

Through this we are helping our payroll system to be more efficient and faster. We will also reduce the probability for error.

For your information and guidance.

Thank you.

Respectfully,


Atty. Angelique Margret T. Natividad
HR Director