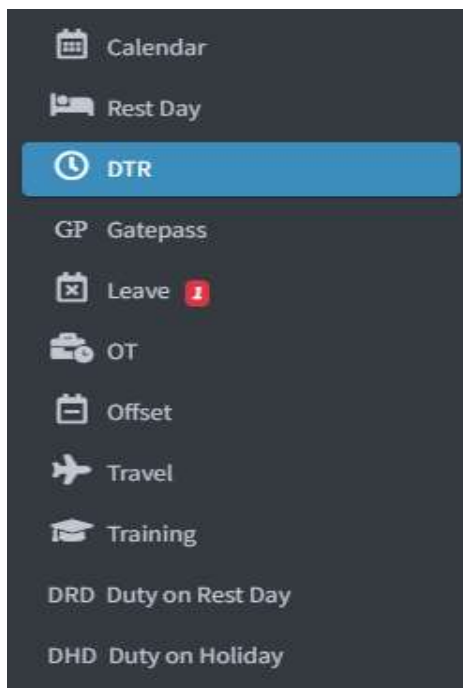


To: All Team Members  
From: Angelo Miguell T. Natividad  
Finance Director  
Re: Official Deployment of DTR Services  
Cc: Office of the President, HRD, MIS  
Date: March 21, 2022

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We are happy to inform you that effective **March 10, 2022**, the **DTR Services** functionality in the HRIS system is officially deployed and ready for use.

The DTR Services module will allow Team Members to file all types of attendance transactions in an easier and faster way. The mentioned module can be accessed via HRIS under Services or via this link <http://teamtngc.com/hrisdtrservices/manpower/dtr>



Furthermore, this module also will be a great help in assisting the complete, accurate and on time processing of timekeeping and payroll.

Please be guided. Thank you.

*Angelo Miguell T. Natividad*

**ANGELO MIGUELL T. NATIVIDAD**  
Finance Director