

TO : ALL PRODUCT MERCHANTISERS (PM)
FROM : HRD – TIMEKEEPING
RE : IMPLEMENTATION OF SIMS ATTENDANCE SYSTEM
DATE : OCTOBER 24, 2025
REF # : HRD-TK-25-0-512
CC : DC / SALES / file

This is to formally inform all Product Merchandisers (PM) that beginning **November 1**, we will be implementing the **SIMS (Sales Information Management System)** as the official platform for attendance tracking.

All PMs are **required to use SIMS** to record their daily attendance. For those who have not yet set up or saved their work location in the system, please **complete this requirement immediately** to ensure your attendance is properly captured.

Starting **November 1–15 payroll cutoff**, attendance data recorded in **SIMS** will be considered valid. Failure to comply will result in your **salary being placed on hold** until proper attendance data is submitted and verified.

In addition, all PMs are **still required to submit their Daily Time Record (DTR)** to the **Timekeeping Department** for attendance verification purposes. The DTR will serve as supporting documentation to validate **SIMS** attendance data.

General Guidelines for Selfie in Tapping In/Out

To ensure accurate and verifiable attendance records, please observe the following when taking your selfie in **SIMS**:

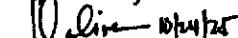
- **Take a clear and recent photo** — ensure your face is visible and unobstructed.
- **Background must show your actual work location** (e.g., store, outlet, or assigned area).
- **No group selfies** — each PM must take their own individual selfie.
- **Wear the proper uniform** — make sure you are in complete and proper uniform as required for your shift.

Non-compliance with these selfie and location guidelines may result in attendance being invalidated or excluded from payroll processing.

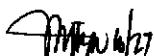
We highly encourage everyone to comply promptly to avoid any issues or payroll delays. For any questions or technical assistance regarding **SIMS** setup or usage, please contact our Sales PMMM and HR Timekeeping.

Thank you for your cooperation and continued commitment.

Prepared by:


Raja D. Aliven
HR- Timekeeping

Noted by:


Mamerta F. Tagle
HR Supervisor


10-27
Mariechris Al Cepe
HR Manager