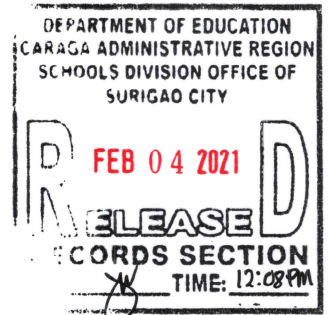




Republic of the Philippines
Department of Education
Region XIII – CARAGA
SCHOOLS DIVISION OFFICE OF SURIGAO CITY
SURIGAO CITY



February 4, 2021

DIVISION MEMORANDUM

No. 027 s. 2021

TO : Assistant Schools Division Superintendent
SGOD Chief/CID Chief
Section Heads
All Others Concerned

SUBJECT : **REVIVAL USE OF BIOMETRICS OF ALL EMPLOYEES,
EXCEPT PRESIDENTIAL APPOINTEES, EFFECTIVE
FEBRUARY 8, 2021**

1. To provide a more comprehensive system in monitoring employee attendance as one of the bases of performance, the use of Biometrics will be revived on Monday, February 8, 2021 in addition to the manual logbook entry.
2. Anent to this, all the employees in this division office are mandated to tap daily on the biometrics as concrete proof of having timed-in.
3. Reflecting time in the logbook without having tapped the biometrics, to make it appear not tardy, is a manifestation of disrespect. As such, written entries on the DTR will not be recognized unless and until there is a reasonable reason to believe that there was an uncontrollable incident that hampered his intention to tap, like there is power interruption, of which making use of the biometrics is impossible.
4. Information Technology Officer, Mr. Kevin Rosas, should make the unit readily available before the start of the revival for a smooth flow of registering everybody's presence.
5. No one is allowed to time in and later go out to take lunch, or for other purposes, to the detriment of the public service because it is a clear circumvention of the law.
6. The Philippine Civil Service Commission under Section 5, Rule XVII of the Omnibus Rules Implementing Book V of Executive Order No. 292 states that all government officials and employees are required to render eight working hours a day for five days a week, or a total of 40 hours a week excluding time for lunch (Executive Order 292). The normal working hours shall be from 8 AM to 12 NN, and 1 PM to 5 PM. Those who fail to observe the eight-hour workday through consistent tardiness, under time, and loafing from duty during office hours may be administratively charged and penalized with suspension or dismissal from service pursuant to civil service law, rules,





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and regulations. The CSC urged all government agencies to adopt appropriate mechanisms to strictly monitor and record attendance of employees such as the use of biometric time clocks and other forms of attendance systems. Hence, this memorandum.

7. The Biometrics should be placed in an area accessible to all the employees
8. Only presidential appointees are exempted from this imposition.
9. Widest dissemination of this issuance is highly favored.

KAREN L. GALANIDA, PhD., CESO V
Schools Division Superintendent

