



Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

OFFICE ORDER  
No. 118, s. 2022

**SCHEDULE OF BIOMETRIC ENROLLMENT AND REGISTRATION OF FINGERPRINT/FACIAL OF ALL  
DIVISION OFFICE PERSONNEL**

To: Assistant Schools Division Superintendent  
CID and SGOD Chiefs  
Section and Unit Heads  
Division Office Personnel  
All other concerned

1. This office through the ICT Unit will conduct a 3-day biometric enrollment and registration of all Division Office personnel starting September 1-2, 2022, and September 5, 2022, at the ICT office. All Division Office personnel are expected to bring their employee ID number for registration.
2. The manual log sheet shall still be maintained in their respective office for reference in case of a biometric technical error/malfunction.
3. Schedule of enrolment and registration.

Functional Division	Date
OSDS	September 1, 2022
CID	September 2, 2022
SGOD	September 5, 2022

4. Immediate dissemination of and compliance with this Memorandum are desired.

  
**LANI H. CERVANTES, CESO VI**  
Schools Division Superintendent



