



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

Office of the Schools Division Superintendent

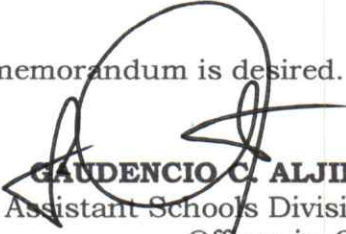
January 29, 2024

DIVISION MEMORANDUM
No. 028 s, 2024

**MANDATORY REGISTRATION OF BIOMETRIC DATA AND
USE OF NEW BIOMETRIC ATTENDANCE DEVICE**

To: Assistant Schools District Superintendent
Chief, Functional Divisions
Heads, Division Unit/Offices
ICT Officer
Administrative Officer
Human Resource Management Office
Other concerned

1. As reiterated in Civil Service Memorandum Circular No. 01, s. 2017, *Section 2, Rule XVII, Omnibus Rules, Implementing Book V of Executive Order No. 292*, which provides that ~~xxx~~ **It shall be the duty of the head of ... agency to require a daily record of attendance of all officers and employees, including those in the field ... to be kept on the proper form, and whenever possible, registered on the bundy clock.** ~~xxx~~ [In this case, the biometric attendance device shall be considered a similar technology to the “bundy clock” system, emphasis supplied]
2. To promote punctuality and improve the attendance monitoring of this Office, all officers and employees are mandated to register with their biometric (**fingerprints and facial recognition**) data for attendance recording purposes at the Division ICT Office from **January 30-31, 2024**, except those holding 3rd level positions.
3. This office shall use the biometric attendance records as a more reliable mode of attendance monitoring effective **February 1, 2024**. However, the manual logbook shall still be maintained by the guard on duty in case of biometric device malfunction and/or power outage. In such cases, the Daily Time Correction Form shall be used and attached to the Daily Time Records (DTR) CSC Form 48. *See the attached template.*
4. Immediate dissemination of this memorandum is desired.


GAUDENCIO C. ALJIBE, JR., CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

DepEd Northern Samar
RELEASED



Enclosure No. _____ to DM No. 018, s. 2024



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

Daily Time Correction Form (DTCF)
 For the Month of _____

Name of Employee: _____
 Division/Section/Unit: _____

Date	Am		Pm		Reason/s for correction of the biometric attendance records
	In	Out	In	Out	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					

Prepared by:

Concurred by:

 Name of Employee

 Immediate Head