



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

Office of the Schools Division Superintendent

February 27, 2024

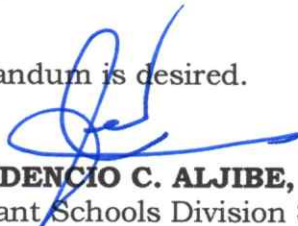
DIVISION MEMORANDUM

No. 044 s, 2024

**REITERATION OF 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 foster punctuality and enhance attendance monitoring within this Office, it is mandatory for all division personnel including Casuals and JOs, to register their biometric data, (*fingerprints and facial recognition*) at the Division ICT Office until **March 1, 2024**, except for those holding 3rd level positions. However, the manual logbook shall be maintained by the guard on duty in case of biometric device malfunction/and or power outage. Otherwise, Failure to comply will result in appropriate action.
3. 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



