

June 7, 2017

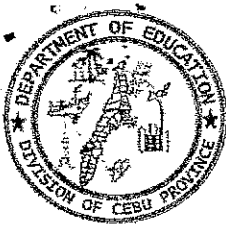
DIVISION MEMORANDUM

No. 368, s. 2018

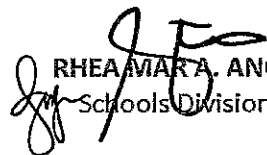
**REITERATING THE USE OF BIOMETRIC PRINT OUT AS BASIS
IN PREPARING THE DAILY TIME RECORD (DTR)**

To: Assistant Schools Division Superintendents
CID and SGOD Chiefs
CID and SGOD Personnel
Section Heads
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Public School Teachers
All Non-Teaching Personnel

1. To ensure a fraud-free capture of the employees' daily time record, this Office strictly prescribes the use of Biometric print out as basis in the filling out of the Daily Time Record (DTR) starting June 2018.
2. Pursuant to CSC MC No. 21, dated June 4, 1991, all government officials and employees are required to render work eight (8) hours a day for five (5) working days a week or a total of forty (40) hours a week, exclusive of time for lunch. The time for lunch break is intended to give each employee time to eat and enable him to work anew in the afternoon with renewed vigor and enthusiasm.
3. Relative to the above mentioned premises, all first and second level teaching and non-teaching employees are required to register their attendance using the Biometric machine daily at prescribed periods as follows:
 - Upon arrival in the morning (time-in)
 - During the lunch break (break out and break in); and
 - Upon departure from the Office (time-out) in the afternoon
4. Only third level officials are exempted in preparing the Daily Time Record (DTR).
5. Approved travel order/ pass slip together with the certificate of appearance must be attached to the monthly report of DTR in case the personnel is unable to submit himself/herself for biometric recording. In the absence of these documents, the employee is considered absent on that particular day.
6. School Heads/ Heads of Offices shall be responsible for the attendance of their personnel (Book V of Executive Order 292 and Omnibus Rules, CSC MC No. 40, s. 1998 and CSC MC No. 15, s. 1999).



7. Public Schools District Supervisors and their District Office Staff shall enroll in the biometric machine in their respective central schools.
8. Public Schools District Supervisors are required to submit a report of the list of schools in their district which can not be installed with the biometric machine due to the unavailability of power supply not later than June 20, 2018 c/o ASDS Cartesa M. Perico. Therefore, identified schools shall use logbook for their daily attendance record.
9. Defective biometric machines must be repaired the soonest time possible or if they can not be repaired, school heads shall make a report and shall request to purchase a new one.
10. A written explanation shall be required from the school heads and public schools district supervisors for failure to comply with the use of biometric machine.
11. Falsification or irregularities in the keeping of daily time records is an act of dishonesty and is therefore considered a grave offense punishable by outright dismissal (Omnibus Rules, Rule XIV, Book V, EO 292).
12. Immediate dissemination of and compliance with this Memorandum is desired.


RHEA MARA A. ANGTUD, Ed. D. CESO VI
Schools Division Superintendent