



October 29, 2018


**DIVISION MEMORANDUM**

No. 746 s, 2018

**STRICT ADHERENCE IN THE UTILIZATION OF BIOMETRICS OF MEDICAL AND DENTAL PERSONNEL IN THEIR RESPECTIVE AREA/S OF COVERAGE**

**TO: Assistant Schools Division Superintendents  
Division Chiefs/ Supervisors / Coordinators / Specialists  
District Supervisors / District OIC's / Caretakers  
School Heads, Teachers (Elem and Sec)  
All Others Concerned**

1. This Office **INFORMS** the Field of the strict adherence in the utilization of biometrics of **ALL** Dental and Medical Personnel in their respective area/s of coverage to monitor timeliness in their attendance.
2. Dental and Medical Personnel should enroll in the biometrics in schools assigned.
3. In the event that the biometrics is not available on the day of their visit, a copy of their logbook duly noted by the School Head should be attached to their Form 48, otherwise, will be tagged **AWOL**.
4. Non-compliance will be dealt with accordingly.
5. For strict compliance.

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