



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

INTER-OFFICE MEMORANDUM
OSDS-IM-2022- 39

TO : ALL DIVISION PERSONNEL

FROM : *[Signature]*
SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent
6/28/22

SUBJECT : RESUMPTION ON THE USE OF THE BIOMETRIC DEVICE IN
MONITORING THE ATTENDANCE OF DIVISION OFFICE PERSONNEL

DATE : June 28, 2022

- Effective July 1, 2022, all concerned personnel are directed to use the Biometric Device daily for proper recording of attendance in the following prescribed periods:
 - Upon arrival in the morning (AM – IN)
 - During lunch break (PM-OUT and PM – IN*)
 - Upon departure from the office in the afternoon (PM – OUT)

**20 minutes difference from PM-OUT*
- The Locator Slip shall be used for official business such as attending to activities/events/errands that would require leaving from or going out of the workplace during office hours within the day to be approved by his/her immediate section head. A copy shall be attached to the personnel's system generated DTR.
- In the event a personnel may leave the office during office hours for personal business, actual time out/in shall be reflected in the Personal Pass Slip and shall be charged in his/her leave credits. A copy shall be attached to the personnel's system generated DTR.
- The manual logsheet shall still be maintained by each offices/sections for reference purposes in case of biometric malfunction.
- Tampering of logs/unauthorized change of time on the DTR print out shall not be allowed.
- For information, guidance and strict compliance.

SPP/NLR-MKP-JMA/AdS/LRS/maryann

[Signature]

19 JUN 2022



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