



Republic of the Philippines
Department of Education
REGION V - BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES

February 12, 2024

DIVISION MEMORANDUM
DM No. 076 s. 2024

GUIDELINES ON THE MONITORING AND USE OF BIOMETRICS ATTENDANCE MONITORING SYSTEM/DIGITIZED ATTENDANCE SCHEME AND OFFICIAL ATTENDANCE LOGBOOK FOR THE DAILY RECORDING OF ATTENDANCE

TO : Assistant Schools Division Superintendent
Chief Education Program Supervisor (CID & SGOD)
Section/Unit Heads
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
Teaching, Teaching Related, and Non-Teaching Personnel

1. This Office issues the enclosed Guidelines on the Monitoring and Use of Biometrics Attendance Monitoring System/Digitized Attendance Scheme and Official Attendance Logbook for the Daily Recording of Attendance.
2. All concerned personnel and school officials are directed to disseminate these guidelines and ensure adherence to the provisions contained in this order.
3. This Order shall take effect effective after it has been published in the agency website.
4. For immediate, widest dissemination and strict compliance of all concerned.


SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent

Reference: Republic Act No. 6713, Rule XVII of the Omnibus Rules Implementing Book V of E.O. 292, Civil Service Commission Memorandum Circular No. 21, s. 1991

To be indicated in the Perpetual Index
Under the following subjects:

ATTENDANCE EMPLOYEES



San Roque, Virao, Catanduanes
052-8114063
catanduanes@deped.gov.ph
www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph

**GUIDELINES ON THE MONITORING AND USE OF BIOMETRICS ATTENDANCE
MONITORING SYSTEM/DIGITIZED ATTENDANCE SCHEME AND OFFICIAL
ATTENDANCE LOGBOOK FOR THE DAILY RECORDING OF ATTENDANCE**

1. Legal Basis

Sec 2 Republic Act No. 6713, or the Code of Conduct and Ethical Standards for Public Officials and Employees provides that it is the policy of the State to ***promote a high standard of ethics in public service***. Public officials and employees shall at all times be accountable to the people and shall discharge their duties with utmost responsibility, integrity, competence, and loyalty, act with patriotism and justice, lead modest lives, and uphold public interest over personal interest.

Section 2, Rule XVII of the Omnibus Rules Implementing Book V of E.O. 292, provides that each head of department or agency ***shall require a daily records of attendance of all the officers and employees under him including those serving in the field or on the water*** to be kept on the proper form and whenever possible, registered on the bundy clock.

Civil Service Commission Memorandum Circular No. 21, s. 1991 provides that ***all officers and employees shall record their daily attendance*** on the proper form or, whenever possible, have them registered on the Bundy clock. Any other means of recording attendance may be allowed provided their respective names and signatures as well as the time of their arrival to and departure from the office are indicated, subject to verification x x x The record of attendance which shall be kept in a ***conspicuous place***, shall be in the custody of a responsible officer who shall monitor arrival and departure of officials and employees." (*underscoring supplied*)

2. Purpose

To ensure the observance of the highest ethical standards, efficiency, and accountability among public officials and employees pursuant to the existing laws, rules, and regulations, the guidelines governing the monitoring and use of Biometrics Attendance Monitoring System and official attendance Logbook for the daily recording of attendance is herein provided.

3. Coverage

This memorandum shall apply to ALL officials and employees of SDO Catanduanes, ***except third-level officials***, whether regular, temporary, coterminous, on-detail, or reassigned employees including substitute teacher and those hired under a Contract of Service and job order.

4. Guidelines

a. All government officials and employees are required to render eight (8) working hours a day for five days a week, or a total of 40 hours a week excluding time for lunch¹.

b. All employees except those holding 3rd Level Positions are mandated to register with the Biometrics Attendance Monitoring System/Digitized Attendance Scheme and simultaneously use the attendance Logbook for the recording of attendance.

¹Section 5, Rule XVII of the Omnibus Rules Implementing Book V of Executive Order No. 292

c. All employees are required to *Log in* and *log out* in the morning and in the afternoon in a Biometrics Attendance Monitoring System/Digitized Attendance Scheme (DAS) and official attendance Logbook. *Otherwise, it shall be considered an incomplete transaction except when an employee is on official business or Official time with a duly approved Locator Slip or Travel Order, opts to go undertime, on half-day absence, on official leave, and in case of temporary malfunction of Biometric Machine/Digitized Attendance Scheme.*

d. The Public Schools District Supervisors are required to register/use the Biometrics Attendance Monitoring System and Official Attendance Logbook both in the Schools Division Office-Proper and in the Central School of the district where they are assigned.

e. Alternative Learning System (ALS) teachers are required to register/use the Biometrics Attendance Monitoring System and Official Attendance Logbook at the school where the Community Learning Center (CLC) is located. If there is no school where the CLC is situated, they should register at the nearby school designated for this purpose.

f. Logging out in the morning and logging in in the afternoon shall require a minimum interval of ten minutes. Employees departing from the office/school premises after logging in during the afternoon hours do so at their own risk. Any employee returning to work beyond one o'clock in the afternoon shall be deemed tardy.

g. In case of incomplete transactions recorded in the Biometrics/Digitized Attendance Scheme and official attendance logbook, the Daily Time Record (*Civil Service Form 48- Biometrics generated*) shall be supported by an appropriate supporting document;

1. If on Travel

- a. Original copy of approved locator slip (*on official business or official time*) if the person visited signed in the certificate of appearance indicated in the lower portion of locator slip.
- b. Original copy of approved locators slip (*on official business or official time*) **plus** original or certified true copy of a certificate of appearance. (*A certificate of appearance may be secured from the office visited in lieu of the certification/signature of the person visited in the locator's slip*)
- c. Original copy of approved Travel Order (*on official business or official time*) **plus** original or certified true copy of the certificate of appearance.
- d. If transacting in the Schools Division Office-Proper, Original copy of approved Travel Order (*on official business or official time*) or original copy of locator slip **plus** original or certified true copy of the certificate of appearance generated from the SDO Lobby Kiosk countersigned by the Officer of the Day and with time in and time out as printed/indicated in the Certificate of Appearance covering the time duration of the transaction made at the SDO offices/sections.

A certificate of appearance without an approved travel order or locator's slip either on official business or official time, shall not be considered an appropriate supporting document on the Daily Time Record (Civil Service Form 48).

2. In case of a temporary malfunction of biometrics Machine

- a. For Schools Division Office-Proper employees, time in/time out entry is subject for validation by the personnel in-charge of attendance logbook.
- b. For school personnel, photocopy of the specific portion of the official attendance logbook certified by the school head.

A self-serving employee's personal attendance logbook is strictly prohibited. Thus, it shall not be considered an appropriate supporting document on the Daily Time Record (*Civil Service Form 48*).

3. If on Leave

Indicate the type of leave applied following the prescribed period on the application for leave.

h. The official attendance logbook shall be placed in a **conspicuous place** and shall be under the responsibility of a **responsible officer** who shall monitor the arrival and departure of officials and employees.

i. The School Heads shall immediately submit an incident report to the Administrative Officer IV (*Personnel Section*) in case of permanent malfunction of the Biometric Machine.

j. The School Head or Authorized personnel of non-implementing units shall submit the Daily Time Record (*Civil Service Form 48*) including the *electronic copies of Biometrics generated DTR* to the Personnel Section within 5th working days of the succeeding month. Officers holding 3rd-level positions shall submit a certificate of service every month.

5. Monitoring

a. All security and watchman personnel are required to record in the *security/watchman logbook* the names of employees/visitors including the time of arrival and departure in their respective jurisdiction.

b. The monitoring team composed of Administrative Officer IV (*Personnel Section*), Administrative Officer V (*Administrative Office*), and Attorney III (*Legal Unit*) are mandated to monitor the strict compliance of the provisions stated in this Memorandum. The team shall conduct a validation & inspection of the school's compliance with this Memorandum.

6. Effectively

This memorandum shall take effect immediately.