

Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V (BIKOL)

**TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES**

April 30, 2025


**OFFICE MEMORANDUM**

No. 062 s. 2025

**REQUEST FOR EMPLOYEE FEEDBACK ON RECORDED ATTENDANCE  
FROM JANUARY TO MARCH 2025**

To: Assistant Schools Division Superintendent  
SGOD & CID CES and Personnel  
OSDS Unit Heads and Personnel  
All Others Concerned

1. In reference to Division Memorandum No. 409, s. 2024 "Reiteration of DepEd Policies/Rules for Effective and Efficient Office and School Operations", this Office requests for feedback on the biometrics record of office reporting as well as attendance to the flag ceremonies (raising and lowering) conducted from January 2025 to March 2025.
2. The feedback is requested to provide each personnel the opportunity to clarify entries in the attendance log. It should be noted that attendance is an indicator of commitment to work which is among the considerations in recommending personnel to learning and development activities, permission for practice of profession and even the implementation of disciplinary action.
3. The feedback process will include the following:
  - a. The biometric printouts and summary of attendance to the flag ceremonies will be distributed to the Chiefs/Unit Heads who shall distribute them to the personnel in his/her unit.
  - b. Each personnel will be given time to give their feedback using the Feedback Form enclosed to this memorandum.
  - c. The Chiefs/Unit Heads shall collect the feedback forms and submit them to the Office of the Schools Division Superintendent on or before May 6, 2025.
4. Instructions on the use of the Feedback Form:
  - a. Each employee shall fill in the form with comment/s on his/her whereabouts on the particular date/time slots where there are no entries and entries after 8:15 a.m.
  - b. The grace period of 15 minutes per employee was considered, that is why only those entries after 8:15 a.m. are highlighted.
  - c. However, regardless of the highlighted portions, a comment is requested for entries after 8:15 a.m.
  - d. Employees with approved flexitime prior to January 2025 are requested to attach a copy of their approved flexitime schedule which will be the basis for record comparison.
5. Concerns on this office memorandum may be raised to the OIC-Schools Division Superintendent in writing or through the appropriate channel in the MS Teams.
6. Compliance to this memorandum is expected.

  
**CECILE C. FERRO CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent



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Enclosure to Office Memorandum No. 062 s. 2025

**FEEDBACK FORM ON ATTENDANCE FROM JANUARY 2025 TO MARCH 2025**

Name of Employee: \_\_\_\_\_

**A. Biometric Entries Not Within the Regular Office Hours**

Month	Date/s	Whereabouts/Reasons for Blank Entries
January		
February		
March		

**B. Absence in the Flag Ceremonies**

Month	Date/s	Whereabouts/Reasons for Absence
January		
February		
March		

**C. Other Comments/Suggestions/Plan of Action**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name and Signature of Employee  
Date Signed: \_\_\_\_\_

Attested by:

\_\_\_\_\_  
Name and Signature of Chief/Unit Head  
Date Signed: \_\_\_\_\_



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