



Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virao, Catanduanes



RELEASED

DepEd, Division of Catanduanes
RECORDS SECTION
Date: JUL 12 2019
Time: 1:00 PM
Initial/Signature: [Signature]

TO : Schools Division Office Personnel
Public Schools District Supervisors
Secondary School Heads

FROM : *[Signature]*
SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent *[Signature]*

SUBJECT : Submission of Daily Time Record (DTR-Biometrics generated)

DATE : July 10, 2019

1. Paragraph 1 of Division Memorandum No. 62, s. 2017 states: *"To ensure effectiveness and efficiency in the delivery of services in the Division, this Office requires that all schools should use BIOMETRICS and logbook for the time-in and time-out of all school personnel."*
2. Reports had reached this office that there are school personnel who incurred tardiness but does not reflect in their submitted handwritten DTR for reason that the school still do not use biometrics, despite the above cited Division Memorandum.
3. It is therefore reiterated that all schools should use BIOMETRICS starting August 1, 2019. Submit two (2) copies of biometric generated/print out DTR to the SDO Personnel Section on or before the 5th of the month.
4. Non compliance of this memorandum may cause suspension of salary.
5. For your information, immediate and strict compliance.