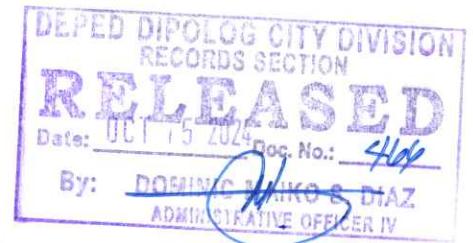




Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



October 14, 2024

DIVISION MEMORANDUM
No. 464, s. 2024

REITERATION ON THE USE OF THE BIOMETRIC DEVICE

To: ASST. SCHOOLS DIVISION SUPERINTENDENT
CHIEF, CURRICULUM IMPLEMENTATION DIVISION (CID)
CHIEF, SCHOOLS GOVERNANCE AND OPERATIONS DIVISION (SGOD)
PUBLIC SCHOOLS DIVISION SUPERVISORS
DIVISION INFORMATION AND TECHNOLOGY OFFICER (ITO)
ADMINISTRATIVE OFFICER FOR ADMINISTRATIVE SERVICES
PERSONNEL SECTION
ALL ELEMENTARY SCHOOL HEADS
ALL SECONDARY SCHOOL HEADS
ALL SCHOOL TEACHING AND NON-TEACHING PERSONNEL
ALL CLC TEACHING AND NON-TEACHING PERSONNEL
ALL DIVISION PERSONNEL
This Division
All Others Concerned

1. Relative to CSC MC No. 01, s.2017 or the REITERATION OF THE POLICY ON GOVERNMENT OFFICE HOURS; AND THE ADMINISTRATIVE OFFENSES OF FREQUENT UNAUTHORIZED ABSENCES (HABITUAL ABSENTEEISM); TARDINESS IN REPORTING FOR DUTY; AND LOAFING FROM DUTY DURING REGULAR OFFICE HOURS, it provides that on Government Office Hours (Section 1 to 5, Rule XVII, Omnibus Rules Implementing Book V of Executive Order No. 292):

*“It shall be the **duty of each head of department or agency** to require all officers and employees under him to strictly observe the prescribed officer hours...”*

*“Each head of department or agency shall require **a daily record 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...**”*

“Service ‘in the field’ shall refer to service rendered outside the office proper...”

2. In this case, the Biometric Device shall be considered as a similar tool or mechanism with that of a “bundy clock.” Moreover, all “officers and employees” are referred as to all teaching and non-teaching personnel of the Division Office,



Schools and Community Learning Centers (CLCs) of the Schools Division of Dipolog City.

3. It has come to the attention of this Office that there are Schools and CLCs that are either not using Biometric Device or have no functional Biometric Device. Thus, this Division shall reiterate the **strict and mandatory use of the Biometric Devices** to record time in and out of duty. The use of logbooks shall be sustained.
4. For those who have no or non-functional Biometric Devices, they shall immediately act on this matter. While, for those who are not yet registered in the Biometric System, they shall submit themselves to their respective ITO/ICT Coordinator for the enrollment process.
5. Furthermore, all Biometric System in the office, schools and CLCs shall be registered at the Division ITO, through the Administrative Services, for purposes of uplink and/or networking to ensure real-time monitoring.
6. In case of power interruptions, an alternate mode of recording shall be used. However, if technical problems were encountered, the personnel who encountered such shall report it immediately to the ITO/ICT Coordinator or through the School Head/Administrative Services.
7. Biometric data collection shall be collected only by the authorized personnel; any unauthorized access or sharing of biometric data shall be subject to a disciplinary action.
8. On the other hand, exemption shall apply to those covered under this provision (CSC MC No. 1, s.2017):

“Chiefs and Assistant Chiefs of agencies who are appointed by the President, officers who rank higher than these chiefs in the three branches of the government, and other presidential appointees need not punch in the bundy clock, but attendance and all absences of such officers must be recorded...”

9. Immediate dissemination of this Memorandum is highly desired.


MA. LIZA R. TABILON, EdD., CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent

Encl.: none

Reference: As stated

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

OSDS, Admin	CSC
Schools	Biometric

ADC/20241014-DM-Biometric
October 14, 2024



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