

DIVISION MEMORANDUM

No. 350 , s. 2018

To:

PUBLIC ELEMENTARY SCHOOL HEADS

PUBLIC SECONDARY SCHOOL HEADS

From:

JESNAR DEMS S. TORRES, Ph.D., CESE

OIC-Schools Division Superintendents

Subject:

Tracking Attendance of Division Office Personnel thru Division

Website

Date:

November 05, 2018

1. This is to inform the field that employees who wish to visit the Division Office to transact with a specific Division Office Personnel may now check thru the website if the personnel is present at the Division Office before visiting the Office.

Step 1: Click About menu and Daily Attendance of Employees sub-menu

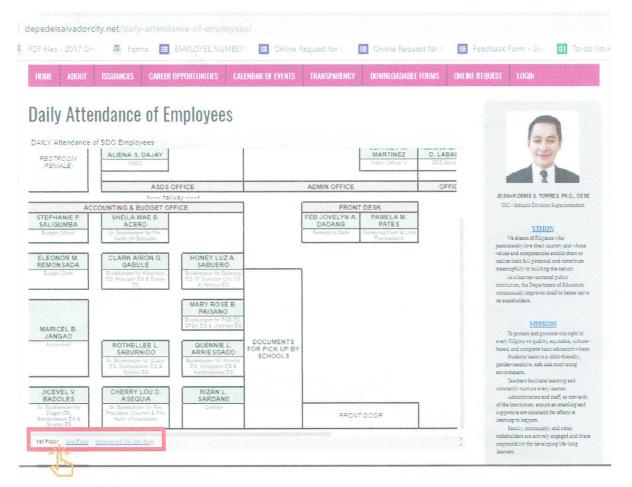


Copies Furnished: Person Concerned Records Section-Notice/Personnel/HR matters

OSDS/ama



Step 2: At the bottom, click the area where the Division Office Personnel you wish to transact with is located: a) 1st Floor, b) 2nd Floor or c) Outside the Division Office Building (Supply Office and Library Hub)



- 2. Unit Heads of the Division Office are expected to inform the Personnel Office thru these mobile numbers 0956 654 1822 and/or 0935 651 9761, the list of employee/s under his/her supervision who will not be present during the day and the reason behind (leave of absence or official business) on or before 8:10 AM every day. This is to ensure that what is reflected in the website is already updated by 8:15 AM, every day.
- 3. For information, guidance and strict compliance.

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