



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF EL SALVADOR CITY**

25 Jan 2023

DIVISION MEMORANDUM  
No. 030, s. 2023

**GENERATION OF ATTENDANCE RECORDS FROM THE BIOMETRIC MACHINE**

To: **Asst. Schools Division Superintendent**  
**Chief CID, SGOD**  
**Education Program Supervisors**  
**Section Heads**  
**All Public Elementary & Secondary School Heads**  
**All Others Concerned**  
This Division

1. In consideration of the twice-a-month release of salaries of employees, both in the Department and those paid by the Local Government Unit (LGU) of El Salvador City, the following timeline shall be followed in the generation of attendance records from the biometric machine.

STEP	ACTION/ OUTPUT	PERSON RESPONSIBLE	DEADLINE/ SCHEDULE
1	Generate employee's attendance report or records from Biometrics Machine	Personnel Unit for SDO  School Head or Office Clerk for Schools	16 <sup>th</sup> day of the current month and 1 <sup>st</sup> day of the proceeding month
2	Distribute employee's attendance report or records generated the from Biometrics Machine	Personnel Unit for SDO  School Head or Office Clerk for Schools	16 <sup>th</sup> day of the current month and 1 <sup>st</sup> day of the proceeding month
3	Accomplish and submit DTR with other supporting documents, as applicable (e.g. Authority to Travel, Locator Slip, Pass Slip and Accomplishment Report)	Employees	17 <sup>th</sup> day of the current month and 2 <sup>nd</sup> day of the proceeding month
4	Review DTRs and attachments	Personnel Unit for SDO	18 <sup>th</sup> day of the current month

OSDS/**AMA**



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		School Head for Schools	and 3 <sup>rd</sup> day of the proceeding month
5	Forward to SDO (applicable for schools only)	School Head or Liaison Officer for Schools	18 <sup>th</sup> day of the current month and 3 <sup>rd</sup> day of the proceeding month


2. Employees are reminded to attach the following documents with their Daily Time Record (CS Form 48), as applicable.

- a. Approved Pass Slip - in case employee went outside the premises of his/her assigned Office or school for personal errands or concerns
- b. Approved Locator Slip (LS) - in case of field work within the Division
- c. Approved Authority to Travel (AT) with Certificate of Appearance- in case of official travel outside the Division

3. Non-compliance herewith shall be considered as a violation of reasonable office rules and regulations which is classified as light offense punishable by reprimand for the first offense; suspension of one (1) to thirty (30) days for the second offense; and dismissal for the third offense. Moreover, employees are reminded that falsification or irregularities in the keeping of time records will render the guilty officer or employee administratively liable. Falsification of official documents (such as daily time records) and dishonesty are both grave offenses with penalty of dismissal from the service with forfeiture of retirement benefits, except accrued leave credits, and perpetual disqualification from reemployment in government service.

4. All are reminded that this Office adheres to Equal Opportunity Principle (EOP). Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.

5. For information, guidance and strict compliance.

  
**OLGA C. ALONSABE, PhD, CESO V**  
 Schools Division Superintendent

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

ATTENDANCE      BENEFITS      PROCEDURE      WORK HOURS  
 OSDS/**AMA**



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