



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

25 Jan 2023

DIVISION MEMORANDUM
No. 037, s. 2023

**REITERATION ON THE USE OF BIOMETRIC MACHINE AND
LOGBOOK OF DAILY RECORD OF ATTENDANCE**

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. This is to reiterate the use of biometric machine and logbook of daily record of attendance in all schools and offices of this Division. School heads and section heads are duty-bound to ensure that **all employees (regardless of employment status)** under their supervision maintain a daily record of attendance both in the biometric machine and logbook. Generated attendance records from the biometric machine shall then be attached to the CS Form 48 (Daily Time Record) upon submission for salary claim or consolidation of Monthly Report of Absences and Undertime (MRAU). DTRs with no attached biometric print-out shall not be signed unless there are other documents enclosed to support the entries in the employee's DTR.
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) or Approved Authority to Travel (AT) with Certificate of Appearance- in case of official travel outside the designated official station
3. 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

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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

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