

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

07 January 2025

DIVISION MEMORANDUM
No. 007, s. 2025

**GUIDELINES ON THE USE OF THE BIOMETRIC DEVICE AND
MONITORING OF ATTENDANCE IN THE FIELD**

To: **Assistant Schools Division Superintendent**
Chief Education Supervisor, CID
Chief Education Supervisor, SGOD
Public Elementary and Secondary School Heads
All Others Concerned
This Division

1. Relative to the implementation of Civil Service Memorandum Circular No. 01, s.2017, *Section 2, Rull XVII, Omnibus Rules, Implementing Book V of Executive Order No. 292*, it is directed that all schools should use the biometric attendance device as means to daily record the attendance of employees.
2. Effective January 13, 2024, the following shall be implemented and observed:
 - a. Each school shall have a biometric attendance device that can register fingerprints or facial recognition of employees.
 - b. The biometric attendance device should be able to download the attendance logs of employees via USB device or through network connection.
 - c. All biometric attendance device should only have the Division IT Officer as administrator who will manage the device in terms of registering employees.
 - d. Also, only the Division IT Officer will generate the attendance logs and print the logs to be submitted to the Division Office. Therefore, the schools are not allowed to edit any generated data from the biometric machine. Whatever is generated by the machine shall be printed as is.
 - e. To ensure a proper printout of the biometric machine, it is recommended to use a biometric device that has the feature to display its printout in 4 columns showing the time in and time Out in the morning and in the afternoon.
 - f. The Division IT Officer will visit the school to manage the biometric machine.



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3. To promote effective monitoring of attendance of employees in the field, there will be random checking of employees in the school, and it shall be compared to the attendance submitted to the Division Office. Along this line, the Division IT Officer should be able to print at least 3 months prior of attendance logs of employees generated from the biometric machine.
4. For inquiries, please contact the Division IT Officer at sherrie.dungog@deped.gov.ph or through 09177154632.
5. This Memorandum adheres to the Equal Opportunity Principle (EOP) wherein there is no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
6. Immediate and wide dissemination of this Memorandum is desired.


RANDOLPH B. TORTOLA 
Schools Division Superintendent

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

INFORMATION AND COMMUNICATION TECHNOLOGY
ATTENDANCE
POLICY

OSDS/SRD



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