



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

MEMORANDUM

No. 361, s. 2022

To: OIC, Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
OSDSS Section/Unit Heads
All concerned Division Office personnel

From: 
FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent

Subject: RESUMPTION ON THE USE OF BIOMETRIC MACHINE TO RECORD ATTENDANCE
OF DIVISION OFFICE EMPLOYEES

Date: September 12, 2022

1. Effective September 12, 2022, the new face recognition biometric machine installed at the lobby shall be used in recording the attendance of DepEd Dapitan City Division Employees.
2. The manual log sheet shall still be maintained by the Records Officer for reference purposes in case of biometric malfunction.
3. All personnel are reminded with the policies on attendance and punctuality stated in the Personnel Handbook of the Department of Education, in order for this division to continuously provide prompt, efficient and responsive delivery of services to all customers.
4. For information, guidance and compliance of all concerned.



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