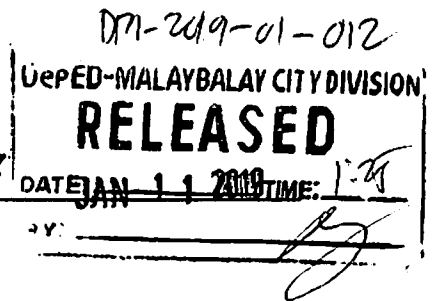




Republic of the Philippines
Department of Education
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY



DIVISION MEMORANDUM
NO. 012, S. 2019

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Elementary and Secondary School Heads
This Division

From:  REBONFAMIL R. BAGUIO
Schools Division Superintendent

Date: January 11, 2019

Subject: **USE OF BIOMETRIC TIME RECORDING (BTR) SYSTEM IN ALL PUBLIC SCHOOLS**

1. In adherence to Republic Act 6713, known as the “Code of Conduct and Ethical Standards for Public Officials and Employees” declaring a policy of the State to promote a high standard of ethics in public service, this Office hereby directs all public elementary and secondary schools to observe the use of computerized **Biometric Time Recording (BTR) System** to record daily attendance of all school-based personnel effective February 2019.
2. All school-based personnel (teaching, non-teaching, teaching related) are required to register their work attendance daily using the BTR machine at prescribed periods such as:
 - a. Upon arrival in school in the morning (time in);
 - b. Lunch Break (break-out and break-in); and
 - c. Upon departure from the school in the afternoon (time-out)
3. Failure to use biometric-generated CS Form 48 shall cause the personnel from being declared “No Report of Service” (NRS) in the monthly Form 7.
4. Purchase of the machine shall be taken from local funds and other sources.
5. School Heads are encouraged to tap the expertise of Paul John P. Arias, Information Technology Officer (ITO) for technical assistance.
6. For strict and immediate compliance.

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