



Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

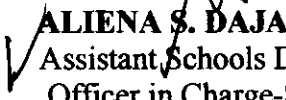
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DEPED MALAYBALAY CITY DIVISION  
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**DIVISION MEMORANDUM**

No. 008, s. 2024

To: Assistant Schools Division Superintendent  
Chief Education Supervisors, SGOD and CID  
Education Program and Public Schools District Supervisors  
All School Heads  
All Others Concerned  
This Division

From:  **ALIENA S. DAJAY, PhD, CESE**  
Assistant Schools Division Superintendent  
Officer in Charge-Schools Division Superintendent

Date: January 2, 2024

Subject: REITERATING THE IMPLEMENTATION ON THE USE OF BIOMETRICS IN SCHOOLS

1. To uphold the accountability in public service as stipulated by *Memorandum Circular No. 13, Series of 2021*, which addresses the Revised Rules on the Administrative Offense of Dishonesty, this Office emphasizes the *imperative of strict adherence to the use of biometrics* for both teaching and non-teaching personnel in schools. Schools with **defective biometrics** should write a written report to the Office **attention: Guia Ma. G. Villahermosa, Administrative Officer IV-Personnel**. School heads must prioritize the procurement of the new biometrics on the first quarter budget for the fiscal year 2024.
2. School heads, as well as teaching and non-teaching personnel, are required to adhere to the appropriate hours for rendering their job duties at their respective stations. The submission of monthly **Daily Time Records (DTRs)** must be accompanied by the appropriate **Mode of Verification (MOVs)** (e.g., *locator slip, logbook, certificate of appearance photocopy*). Non-teaching school personnel, including school heads, are also instructed to provide photographs of their locations as evidence for the verification of their attendance at official functions.
3. For inquiries, please contact **Ralph T. Quirog, Chief Education Supervisor, Curriculum Implementation Division**. Immediate and wide dissemination of this Memorandum is desired.

Copy furnished:  
Records Unit



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City  
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246  
Email Address: [malaybalay.city@deped.gov.ph](mailto:malaybalay.city@deped.gov.ph)



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