



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region IX, Zamboanga Peninsula
Schools Division of Zamboanga Del Norte
Estaka, Dipolog City

DEPARTMENT OF EDUCATION
DIVISION OFFICE - ZAMBOANGA DEL NORTE
DIPOLONG CITY 7100

RELEASED

15 MAR 2017

BY:


NAME/SIGNATURE

DATE:

DIVISION MEMORANDUM

No. 097s. 2017

To: All Public Secondary and Elementary Principals/ School Heads
District Supervisors
All Others Concerned

From:  **NATIVIDAD P. BAYUBAY, CESO VI**
Officer-In-Charge
Office of the Schools Division Superintendent

Subject: **SUBMISSION OF DAILY TIME RECORD (DTR) WITH BIOMETRIC PRINTOUT**

Date: **March 15, 2017**

The Fingerprint Biometric Log-In System implemented in all elementary and secondary schools in our division provides an accurate information and improves the efficiency of monitoring the attendance of all teaching and non-teaching personnel, thus maintaining the integrity of attendance.

In line with this, all principals/ school heads are mandated to submit the Daily Time Record with attached biometric printouts of all personnel in their school from **January 2016 to March 2017**.

Said documents shall be submitted to the Office of the Administrative Officer immediately.

For strict compliance and widest dissemination.