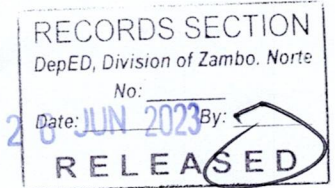




Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



June 23, 2023

Division Memorandum
No. 243. S. 2023

CAPACITY BUILDING ON ATTENDANCE AUTOMATION SYSTEM

To : **Public School District Supervisors**
School Heads
Administrative Officers
District ICT Coordinators

1. The Schools Division of Zamboanga del Norte announces the conduct of Live-In Capacity Building on Attendance Automation System on June 28-30, 2023 at Top Plaza Hotel, Dipolog City.
2. The objectives of this activity are the following:
 - To provide the schools with a reliable attendance management system.
 - Automate the processing of daily attendance records, leave of absence, official travels, and pass slip, and
 - At the end of the month, employees will have no reason to write details to the DTR. These details include daily log, leave of absence details, official travel details, holidays, and details of unforeseen events and circumstances.
3. Each 35 districts shall send 2 participants, 1 District ICT Coordinator and 1 Administrative Officer II. Preferably, ICT Coordinator has a background in software installation and troubleshooting.
4. Participants are requested to bring laptop computer, biometric machine (*preferred brands: Realand, Granding, and ZKTeco*) and extension cord for the workshop.
5. Enclosed in this memorandum are the training matrix and participants allocation per district.
6. Immediate dissemination of this memorandum is desired.

ROY C. TUBALLA EMD, JD, CESO VI
Schools Division Superintendent



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Enclosure:

Annex A. Detailed Program or Course Matrix

Day 0 – June 28, 2023

Day 1 – June 29, 2023

Day 2 – June 30, 2023

Day	Time	Activity	Person in Charge
0	4:00– 5:00 PM	Arrival & Registration	Program Committee
0	5:00-7:00 PM	Dinner	
1	7:00-8:00 AM	Breakfast	
1	8:00 – 9:00 AM	Opening Program	Program Committee
1	9:00 – 12:00 NN	Presentation of the System	
1	12:00 – 1:00 PM	Lunch	
	1:00 – 5:00 PM	Installation and Configuration	
1	5:00 – 6:00 PM	Dinner	
2	7:00 – 8:00 AM	Breakfast	
2	8:00 – 12:00 NN	System maintenance and reports	
1	12:00 – 1:00 PM	Lunch	
1	1:00 – 4:00 PM	Workshop	Program Committee
2	4:00 – 5:00 PM	Closing Program	



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Annex B. Participants Allocation per District

DISTRICT	PARTICIPANTS	
	ICT	AO II
BACUNGAN	1	1
BALIGUIAN	1	1
GODOD	1	1
GUTALAC I	1	1
GUTALAC II	1	1
KALAWIT	1	1
KATIPUNAN I	1	1
KATIPUNAN II	1	1
LA LIBERTAD	1	1
LABASON	1	1
LILOY I	1	1
LILOY II	1	1
MANUKAN I	1	1
MANUKAN II	1	1
MUTIA	1	1
PIÑAN	1	1
POLANCO I	1	1
POLANCO II	1	1

DISTRICT	PARTICIPANTS	
	ICT	AO II
PONOT	1	1
RIZAL	1	1
ROXAS I	1	1
ROXAS II	1	1
SALUG I	1	1
SALUG II	1	1
SERGIO OSMEÑA I	1	1
SERGIO OSMEÑA II	1	1
SIAYAN	1	1
SIBUCO	1	1
SIBUTAD	1	1
SINDANGAN CENTRAL	1	1
SINDANGAN NORTH	1	1
SINDANGAN SOUTH	1	1
SIOCON	1	1
SIRAWAI	1	1
TAMPILISAN	1	1
TOTAL	35	35