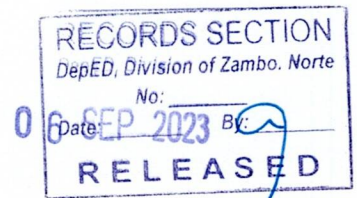




Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

September 4, 2023

Division Memorandum
No. 387 . S. 2023

**POLICIES AND GUIDELINES ON THE USE OF THE BIOMETRIC DEVICE
AND ATTENDANCE MANAGEMENT SYSTEM**

TO: **Public Schools District Supervisors**
Principals and School Heads
Teaching and Non-teaching Personnel
All Others Concerned

1. Relative to CSC MC 01s.2017, "Reiteration of the Policy on Government Office Hours and the Administrative Offenses of Frequent Unauthorized Absences, Tardiness in reporting of Duty, and Loafing from Duty During Office Hours", and in relation to the **Division Reform Agenda, "Modernization and Automation to Improve Delivery of Support Services"** under **PREMIERs** "Reengineering of Educational Services", this division sees the need to modernize attendance monitoring, hence the *implementation of an automated attendance management system.*

2. This aims to fully digitize the attendance system of this division, optimizing the use of its human resource in response to the **Division Reform Agenda, "Maximization of the Use Resources both Financial and Human"**. This issuance sets the policies and guidelines regarding the use of the biometric device for monitoring the attendance of teaching and non-teaching personnel in the Schools Division of Zamboanga del Norte. Further, the implementation of this biometric attendance system provides the Schools



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Division of Zamboanga del Norte a reliable attendance management system automating the processing of daily attendance records, leave of absence, official travels, and pass slips.

3. This issuance shall take effect immediately after its approval.
4. For compliance, information, and dissemination.


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Schools Division Superintendent



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Enclosure to Division Memorandum No. 387. S. 2023

**POLICIES AND GUIDELINES ON THE USE OF THE BIOMETRIC DEVICE
AND ATTENDANCE MANAGEMENT SYSTEM**

I. Purpose

Relative to CSC MC 01s.2017, “Reiteration of the Policy on Government Office Hours and the Administrative Offenses of Frequent Unauthorized Absences, Tardiness in reporting of Duty, and Loafing from Duty During Office Hours”, and in relation to the **Division Reform Agenda, “Modernization and Automation to Improve Delivery of Support Services”** under **PREMIERS “Reengineering of Educational Services”**, this division sees the need to modernize attendance monitoring system, hence the creation of an automated attendance management system.

This system aims to fully digitize the attendance system of this division, optimizing the use of its human resource in response to the **Division Reform Agenda, “Maximization of the Use Resources both Financial and Human”**. This issuance sets the policies and guidelines regarding the use of the biometric device for monitoring the attendance of teaching and non-teaching personnel in the Schools Division of Zamboanga del Norte. Further, the implementation of this biometric attendance system provides the Schools Division of Zamboanga del Norte a reliable attendance management system automating the processing of daily attendance records, leave of absence, official travels, and pass slip, where at the end of the month, employees will have no reason to write details to his/her Daily Time Record (DTR) like daily



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log, leave of absence details, official travel details, holidays, and details of unforeseen events and circumstances.

II. Scope

This policy and guidelines shall apply to all teaching and non-teaching personnel of the Schools Division of Zamboanga del Norte who are required to record their attendance using the biometric device.

III. Policies and Guidelines

Use of the Biometric Device:

All teaching and non-teaching personnel shall use the biometric device to record attendance upon entering and exiting the premises. The biometric device will capture unique biometric identifiers (such as fingerprints or facial features) to ensure accurate identification.

Enrollment Process:

All personnel shall undergo the enrollment process to register their biometric information in the biometric device and register to the division prescribed attendance automation and management system.

Enrollment shall be conducted by the Administrative Officer to be assisted by the designated ICT coordinator.



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Attendance Recording:

Personnel shall place their finger on the designated sensor or position their face within the provided frame for attendance recording. Recording should be done individually.

Timeliness:

Attendance shall be recorded promptly upon entering or leaving the premises. Any attempt to record attendance for another person is strictly prohibited.

Contingency:

In case of technical issues with the biometric device and the attendance system, personnel shall immediately report the problem to the school/district head.

Alternate methods for recording attendance like logbook shall be used in case of unforeseen circumstances and technical difficulties.

Attendance Corrections:

Any discrepancies in attendance records shall be reported the head of the school or district within 5 days.



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Confidentiality and Privacy:

Biometric data collected for attendance purposes shall be stored securely and used only for attendance monitoring.

Unauthorized access or sharing of biometric data shall be strictly prohibited and shall result in disciplinary action.

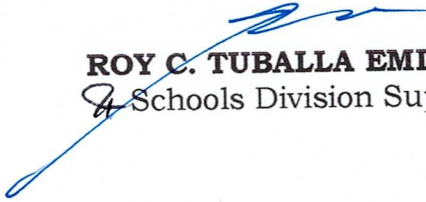
Compliance:

Failure to comply with the policies and guidelines shall be a cause to disciplinary measures in accordance with existing policies.

IV. Implementation

These policies and guidelines shall take effect immediately after its approval. All personnel shall fully adhere to the policy and guidelines to ensure the successful implementation of the biometric attendance system.

For inquiries, please contact the Administrative Officer V of this division.


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