



Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN
Arch. Reyes St., Kalibo, Aklan



April 10, 2018

DIVISION MEMORANDUM

No. 114, s. 2018

REITERATION ON THE IMPLEMENTATION ON THE USAGE OF BIOMETRIC SYSTEM

To: **Chief Education Supervisors – CID and SGOD**
Education Program Supervisors
Public Schools District Supervisors
Principals/Head Teacher In-Charge of the District
Senior/Education Program Specialists
School Heads of Public Elementary, Secondary and Integrated Schools
Division Non-Teaching Personnel

1. As per Section 3, Rule XVII, Omnibus Rules impl. Bk V of Executive Order No. 292 stated that only **Presidential appointees** are exempted to register in the biometric system/bundy clock.
2. In line with this, the **IMPLEMENTATION ON THE USAGE OF BIOMETRIC SYSTEM is hereby reiterated.**
3. It has come to the attention/knowledge of this Office the **NON-COMPLIANCE** on the usage of the biometric system and submission of **NON-GENERATED PRINTED Biometric System of Daily Time Record (Form 48)** of some personnel who are non-presidential appointees.
4. All are required to submit every end of the month or first day of the following month the printed biometric generated Form 48 or Daily Time Record duly signed by authorized person (PSDS for the School Heads, School Heads for the Teachers, etc.)
5. The **effectivity** of this Memorandum will be April, 2018.
6. For you information, appropriate action and **STRICT COMPLIANCE.**

Very truly yours,

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

JOSE NIRO R. NILLASCA

Education Program Supervisor – LRMDs
Officer-In-Charge

Office of the Assistant Schools Division Superintendent
In-Charge of the Division

PYM/srb

"May katawhayan ag kalipayan sa among mga escuelahan."