



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**DIVISION MEMORANDUM**

**OSDS-2023- 015**

**To:** CHIEF EDUCATION SUPERVISORS  
PUBLIC SCHOOLS DISTRICT SUPERVISORS  
EDUCATION PROGRAM SUPERVISORS  
SECTION AND UNIT HEADS  
ELEMENTARY AND SECONDARY SCHOOL HEADS  
SCHOOLS DIVISION OFFICE PERSONNEL  
SCHOOLS PERSONNEL - TEACHING AND NON-TEACHING

**Subject:** SUBMISSION OF DAILY TIME RECORD (DTR) ATTACHED WITH  
THE BIOMETRICS MACHINE PRINTOUT

**Date:** January 16, 2023

Pursuant to Rule XVII, Government Working Hours, provided under the Omnibus Rules Implementing Book V of Executive Order No. 292 and Other Pertinent Civil Service Laws, particularly in Section 2, it provides that *“Each head of department or agency shall require a daily record of attendance of all the officers and employees under him including those serving in the field or on the water, to be kept on the proper form and, whenever possible, registered on the bundy clock.”* Moreover, Civil Service Commission Memorandum Circular No. 21, s. 1991 issued on June 4, 1991, emphasized Letter “C” No. “1” that *All officers and employees shall record their daily attendance on the proper form or whenever possible, have them registered on the bundy clock.*

Currently, due to issues raised on punching attendance through the Bundy Clock, we are now using the Biometrics Machine. From here onwards, the term “bundy clock” shall be automatically replaced with “Biometric Machine”.

In view of the foregoing provisions of law and Civil Service Commission memorandum circular, teaching and non-teaching personnel of this Schools Division Office are hereby directed to submit their Daily Time Records to concerned approving official attached with the printout of the biometrics machine entries reflective of their time of arrival and departure from their place of work.

A daily logbook shall be placed nearest the Biometrics Machine for monitoring of attendance which shall match the biometric entries. A Time Keeper shall also be designated to monitor attendance. Resultantly, the logbook at the Guardhouse shall be for persons external to the Division Office Proper personnel.

For strict and immediate compliance.

RECORDS SECTION  
**RELEASED**  
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BY:

**CRISTY C. EPE**  
Schools Division Superintendent

