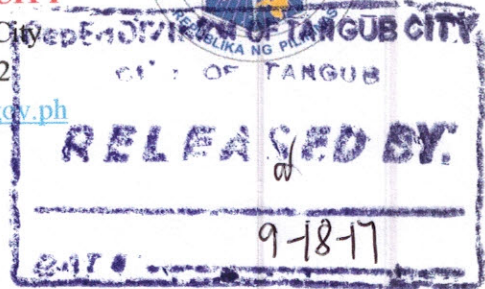




Republic of the Philippines
Department of Education
Region X
DIVISION OF TANGUB CITY
AnecitoSiete St., Tangub City
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Division Memorandum
No. 195 s. 2017

TO: Division Administrative Office
Principal/Head Teachers/TICs
Non – Teaching
Both Elementary and Secondary Level
This Division

FROM: **VICTORIA V. GAZO, Ph.D., CESO V**
Schools Division Superintendent

DATE: **August 30, 2017**

SUBJECT: **Registration to Biometric System of all employees in Tangub City Division.**

1. In coherence to Civil Service Commission and Department of Education policies, guidelines and standards on employees attendance, all teaching and non – teaching personnel are required to utilized the biometric system and logbook attendance for daily login and logout in reporting to duty.
2. In view of this, This Office directs all school administrators and administrative officer thru their ICT In – charge to register all employees including utility and/ security personnel hired as job order, casual, or contractual in the biometric system.
3. Daily time record generated from the biometric system will be the basis for computation and released honorarium, salaries and other monetary benefits.
4. For information and strict compliance.