



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

SEP 04 2025

MEMORANDUM  
No. 439, s. 2025

**MANDATORY REGISTRATION OF BIOMETRIC DATA AND  
USE OF NEW BIOMETRIC ATTENDANCE DEVICE**


To: OIC-Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
OIC-Chief Education Supervisor, School Governance and Operations Division  
Public Elementary and Secondary School Heads  
Administrative Officer V  
All Others Concerned

1. Pursuant to the Civil Service MC No. 01, s. 2017 "Reiteration of the Policy on Government Office Hours: and the Administrative Offenses of Frequent Unauthorized Absences (Habitual Absenteeism); Tardiness in Reporting for Duty; and Loafing from Duty during Regular Office Hours" all employees are mandated to register with their biometric (fingerprints or facial recognition) data for attendance recording purposes. However, the manual logbook shall still be maintained by the guard on duty.
2. The Daily Time Record Form (CSC Form 48) will be used in the event of a power outage, broken biometric equipment, or inability to read data. Every employee must handwrite their attendance, leaving no spaces for in and out and should be sign by the security guard for the validation of time.
3. Ensuring the smooth conduct of the above-mentioned order the Schools Administrative Officers and Human Resource-in-charge will **strictly** monitor the attendance in compliance of timely submission of Daily Time Record Form (CSC Form 48) on or before fifth day (5<sup>th</sup>) of the succeeding month to the Division Personnel.
4. Immediate dissemination of, and compliance to this Memorandum is earnestly desired.

**FOR:**

**VIOLETA M. GONZALES**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

**BY:**

  
**ATTY. ERNESS FAITH J. REGACHO-ESPANTO**  
Legal Officer III  
Officer-in-Charge

Encls: None  
References: None  
To be indicated in the Perpetual of Index under the following subject  
RULES REGULATION EMPLOYEES  
SRHB/ MANDATORY REGISTRATION OF BIOMETRIC DATA AND USE OF NEW BIOMETRIC ATTENDANCE DEVICE 439 /September 2, 2025

NUM-2025-439

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Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City  
8805-9935, 8805-9940  
[sdo.muntinlupa@gmail.com](mailto:sdo.muntinlupa@gmail.com)  
[deped-muntinlupa.com](http://deped-muntinlupa.com)

DAILY TIME RECORD						
Department				Name		
Date				No		
Attendance Table						
dd/ww	AM		PM		Over Time	
	In	Out	In	Out	Hours	Minutes
01 Su						
02 Mo						
03 Tu						
04 We						
05 Th						
06 Fr						
07 Sa						
08 Su						
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10 Tu						
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20 Fr						
21 Sa						
22 Su						
23 Mo						
24 Tu						
25 We						
26 Th						
27 Fr						
28 Sa						
29 Su						
30 Mo						
31 Tu						

I CERTIFY on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival at and departure from office.

\_\_\_\_\_  
Verified as to the prescribed office hours

\_\_\_\_\_  
Immediate Supervisor

DAILY TIME RECORD						
Department				Name		
Date				No		
Attendance Table						
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	In	Out	In	Out	Hours	Minutes
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