



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools
Division Superintendent


JAN 15 2026

MEMORANDUM

REVOCATION OF ALL BIOMETRICS EXEMPTIONS

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

1. Attached is Memorandum No. 2026-003 from Atty. Genesi M. Santiago, Department Head of City Human Resources Management dated January 8, 2026, on the above-captioned activity, contents of which are self-explanatory, for the information and guidance of all concerned.
2. All concerned employee(s) shall be required to comply with all current biometric enrollment and attendance requirements of City Human Resource Management Department.
3. Immediate and wide dissemination of this Memorandum is desired.


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

Enclosure: As stated
Reference: None
To be indicated in the **Perpetual Index**
Under the following subjects:

MB/NAV/DM – REVOCATION OF ALL BIOMETRICS EXEMPTIONS
010/ January 14, 2026

UN-2026-010

JAN 15 2026

010



Republic of the Philippines
City Government of Muntinlupa
CITY HUMAN RESOURCES MANAGEMENT DEPARTMENT



HRPAY/M-2026/001

MEMORANDUM No. 2026-003

To : **All Employees / Offices of the City Government of Muntinlupa**
Date : **January 8, 2026**
Subject : **Revocation of all Biometrics Exemptions**

This memorandum serves as a formal notice of the revocation of all previously granted biometric exemptions issued to the concerned office(s)/individual(s).

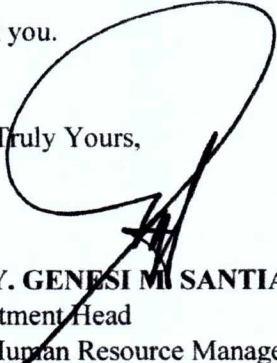
Upon review of existing records and in accordance with applicable laws, rules and regulations, it has been determined that the previously approved biometrics exemption(s) shall no longer remain in effect. Accordingly, **all such exemptions are hereby revoked, effective immediately upon issuance of this Memorandum.**

The concerned employee(s) shall be required to comply with all current biometric enrollment and attendance requirements of CHRMD. Any prior approval granting exemption from biometric submission shall be deemed null and void.

For guidance and compliance or further clarification, please coordinate with CHRMD-Payroll Division.

Thank you.

Very Truly Yours,


ATTY. GENESI M. SANTIAGO
Department Head
City Human Resource Management Department

Noted by:


ENG. ALLAN A. CACHUELA
City Administrator

CENTRAL RECORDS OFFICE
RECEIVED
BY: **ROAN MORALES**
DATE: **19/2026** TIME: **1:45**

REVOCATION OF ALL BIOMETRICS EXEMPTIONS

1 message

CENTRAL RECORDS OFFICE <recordsmgtoffice@gmail.com>
Bcc: sdo.muntinlupa@gmail.com

Fri, Jan 9, 2026 at 3:45 PM

TO: ALL EMPLOYEES/OFFICES OF THE CITY GOVERNMENT OF MUNTINLUPA

Dear Ma'am/Sir:

In line with the above subject matter, please see the file attached herewith.

For guidance and compliance or further clarification, please coordinate with CHRMD-Payroll Division.

Thank you.

KINDLY ACKNOWLEDGE RECEIPT OF THIS EMAIL.

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ERICA SILPEDES

RECORDS OFFICER

CENTRAL RECORDS OFFICE

(02) 8800-6487

recordsmgtoffice@gmail.com | records@muntinlupacity.gov.ph

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