

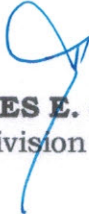

DIVISION MEMORANDUM
No. 334, s. 2021

**RESUMPTION ON THE USE OF BIOMETRICS MACHINE TO ALL DEPED
EMPLOYEES IN THE DIVISION OF TANGUB CITY**

To:

School Governance and Operations Division
Curriculum Implementation Division
District In-Charge
Public Elementary and Secondary School Heads
This Division

1. To promote efficiency on time management, this Office informs all schools and offices regarding the resumption on the use of biometric machines in logging in and out of attendance starting November 15, 2021.
2. All offices, schools, and sections are required to prepare a logbook reflecting the time of login and logout registered in the biometric machine.
3. District In-Charge, Alternative Learning System (ALS) Mobile Teachers and District ALS Coordinator shall log in to the nearest school and attach the itinerary of travel upon the submission of Form 48.
4. Members of Radio Based Instruction (RBI), Television Based Instruction (TVBI), and Astral Academy are required to have an online attendance thru ***mis.depedtangub.net***.
5. Personnel under work from home arrangement are also required to an online login and logout and submit a workweek plan and weekly accomplishments which serve as justification for Form 48.
6. All are reminded to adhere the minimum health standards implemented by the IATF.
8. For information and strict compliance.


AGUSTINES E. CEPE, CESO V
Schools Division Superintendent 

AEC/ drd-11-12-21

