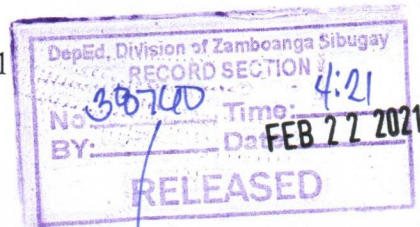




Republic of the Philippines  
Department of Education  
REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

February 15, 2021

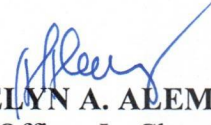
DIVISION MEMORANDUM  
No. 058 s. 2021



RESUMPTION ON THE USE OF BUNDY CLOCK/BIOMETRIC MACHINE  
TO RECORD ATTENDANCE OF TEACHERS AND EMPLOYEES

To: All District Supervisors/District In-charge  
All School Principals/School Heads  
Teachers and Employees

1. Effective March 1, 2021, you are directed to ensure the proper recording of attendance of all teachers and employees using the Bundy clock/Biometric machine installed in all schools in strict compliance of existing rules and regulations.
2. It shall be the duty of the District Heads and School Heads to require all personnel under his/her direct supervision to maintain a daily record of attendance observing the prescribed office hours in reporting to their respective work places specifically to comply with the 40-hour a week law.
3. It is however reminded that this directive must be implemented observing strictly the minimum health protocols like the provision of alcohol placed at the side of the Biometric Machine and wash area for this purpose.
4. Falsification or any irregularities in the keeping of time records will render both the officer and the employee administratively liable.
5. For information, strict compliance and immediate dissemination.

  
**DR. JEANELYN A. ALEMAN, CESO VI**  
Officer-In-Charge  
Office of the Schools Division Superintendent

References: RA 6713  
Civil Service Rules and Laws  
To be indicated in the Perpetual Index under the following subjects:

ATTENDANCE	SANCTION
BIOMETRIC	TEACHERS
EMPLOYEES	

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