



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Tabuk City**



Office of the Schools Division Superintendent

July 28, 2021


Division Memorandum

No. **199**, s. 2021

**ADDITIONAL FUNCTIONS OF ADMINISTRATIVE ASSISTANTS AND  
ADMINISTRATIVE OFFICERS ON MONITORING OF  
ATTENDANCE**

To: All Administrative Assistants and Administrative Officers (Field)  
All Public Elementary and Secondary Schools  
All Others Concerned

1. The Administrative Assistants and the Administrative Officers assigned in schools are the authorized Administrators of the biometrics in schools. As Administrators, one of their main responsibilities is the printing of DTRs as captured by the biometric machines.
2. For schools with AOs, primary administrators will be the AOs and ADASs assigned will be the secondary administrators.
3. Printed biometrics MUST not be tampered or edited. What is captured by the biometrics MUST be what's printed and submitted. As evidences of tampering were already seen in some printed biometrics, this office is warning concerned not to repeat the same mistake. Concerned employees caught tampering shall be dealt with accordingly.
4. Unrecorded time-in or time-out must be backed-up by appropriate documents like locator slips.
5. Assigned ADASs, AOs, Nurses, Dentists and Supervisors who are required to regularly visit the school must also register in the biometrics their time-in and time-out. They, therefore, are required to enroll in the biometrics and their biometric printed DTR be used as an additional attachment to their DTR for submission to the HR Unit or immediate supervisors/ whoever approves their DTR.
6. For dissemination and strict compliance.

  
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OSDS/JAM



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