



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

May 25, 2023

DIVISION MEMORANDUM

No. 166, s. 2023

STRICT IMPLEMENTATION ON THE USE OF BIOMETRIC TIME RECORDING SYSTEM (BTRS), TRAVEL AUTHORITY/LOCATOR SLIP FOR OFFICIAL TRANSACTIONS AND PASS SLIP FOR PERSONAL TRANSACTIONS

TO : OIC-Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Division Personnel
All Others Concerned
This Division

1. In order to ensure compliance with the measure to engage time-on-task and to monitor the whereabouts of Division Office employees during office hours, this Office directs the strict implementation of the use of Biometric Time Recording System, Travel Authority/Locator Slip for official transactions and Pass Slip for personal transactions;
2. Division Office employees are reminded to use the Biometric Time Recording System according the following manner:

MORNING: Time In (not later than 8AM)
Time Out (not earlier than 12PM but not later than 12:30PM) ***

AFTERNOON: Time In (not later than 1PM but not earlier than 12:31PM) ***
Time Out (not earlier than 5PM)

2.1 In the **MORNING**, logging in later than 8AM shall be considered as late arrival and logging out earlier than 12PM shall be considered as undertime.

****logging out later than 12:30PM may be allowed if warranted by the circumstances based on the test of reasonableness.*



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2.2 In the **AFTERNOON**, logging in later than 1PM shall be considered as late arrival and logging out earlier than 5PM shall be considered as undertime.

****logging in earlier than 12:31PM may be allowed if warranted by the circumstances based on the test of reasonableness.*

2.3 In the **AFTERNOON**, Division Office employees are directed to observe at least fifteen (15) minute time interval between the morning log out time and afternoon log in time **within the timeframe indicated above**. The following are some of the possible scenarios under this particular item:

Log out: 12:25		Log in: 12:55	-	Compliant employee
Log out: 12:29		Log in: 12:31	-	Non-compliant employee
Log out: 12:00		Log in: 12:15	-	Non-compliant employee
Log out: 12:45		Log in: 1:00	-	Non-compliant employee

Failure to observe the fifteen (15) minute time interval requirement may be allowed if warranted by the circumstances based on the test of reasonableness.

3. The manual logbook shall be maintained as an alternative mode of attendance recording in case of biometric malfunction or power interruption;
4. At the end of the month, it is directed that all employees shall submit two (2) accurate handwritten entries of their time Daily Time Records (DTRs) with the following attachments: two (2) copies of their Biometric Time Recording System print outs, two (2) photocopies of the manual logbook showing their attendance (if applicable), two (2) copies of their approved Travel Authorities (if applicable), two (2) copies of their approved Locator Slips (if applicable), two (2) copies of their Certificates of Appearance (if applicable), two (2) copies of their approved Application for Leave (Form 6) (if applicable) and such other requirements as may be required by the circumstances.
5. **Locator Slip** (hereto attached Annex A) shall be used for activities/events/errands or performance of an assigned task that would require an official or employee to be outside of his/her permanent station or workplace during office hours within **a day, for an entire day, or for a period not exceeding one day**. It should be duly approved by the Head of Office or his/her Authorized Representative, and certified/signed by the authorized personnel from the office/place visited.





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A Certificate of Appearance may be secured from the office visited, in lieu of the certification/signature of the person visited. The accomplished and signed Locator Slip shall serve as the authority to travel and may be used for reimbursement of actual transportation expenses only. In no case shall it be used for personal business in accordance with DepEd Order No. 46, 2023.

Upon return of the employee, a copy of Locator Slip shall be turned over to the security guard on duty for indication of time in and shall be forwarded to Administrative Unit for record purposes.

6. **Travel Authority** (hereto attached as Annex B) shall refer to an order in writing issued by the Approving Authority allowing an official or employee to proceed to a specific place or location outside her permanent official station for a specific **period of time to perform a given assignment** (*exceeding the time specified in the definition of a locator slip*).
7. **Pass Slip** (hereto attached Annex C) shall be used by an employee for personal transactions outside the Office which shall be approved by the Head of Agency or his or her Authorized Representative. The personal transaction that the employee needs to attend to must be reasonable both as to purpose and duration. It shall be issued only if the matter involved is important, urgent and the personal appearance of the concerned employee to such transaction is extremely necessary. Moreover, it shall be valid only for a short duration of time (maximum of one and half hour per day, twice a month) which shall not be earlier than 9:30 in the morning or not earlier than 3:00 in the afternoon, unless otherwise warranted by the circumstances.

Approved Pass Slips shall be surrendered to the Security Guard on duty before leaving the office. The guard-on-duty shall truthfully indicate the time-in in the Pass Slip upon the return of the employee. It shall be submitted to the Administrative Unit at the end of the day for appropriate action.

Any employee who leaves the office without an approved slip shall be considered to have incurred undertime which shall be deducted from the vacation leave credits or salary, as the case maybe, and shall be subjected to appropriate disciplinary action/s if warranted.

8. Locator and Pass Slip must be tagged by the Administrative Unit prior to the approval of the Head of Office.





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9. Non-compliance with the provisions of this Memorandum without any justifiable reasons or without falling to any of the abovementioned exceptions may subject the erring employee to appropriate administrative sanctions such as the penalties imposable for the administrative offenses of Habitual Absenteeism, Habitual Tardiness, Loafing and Violation of Reasonable Office Regulations.
10. Wide dissemination of this Memorandum is desired.

NIMFA R. LAGO, CESO VI
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent





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**Locator Slip**

Official Transaction Outside Permanent Station

CONTROL NO: _____

Date of Filing:	_____	
Name:	_____	
Position / Designation :	_____	
Permanent Station :	_____	
Purpose of Travel :	_____	
Please Check :	<input checked="" type="checkbox"/> Official Business	<input type="checkbox"/> Official Time
Date and Time :	_____	
	Time Out: _____	Time In: _____
Destination :	_____	
	Recommending Approval:	Approved:
	_____	NIMFA R. LAGO, CESO VI
	(Name and Signature of Immediate Head)	Assistant Schools Division Superintendent
	Date: _____	OIC-Office of the Schools Division Superintendent
Signature of Requesting Employee		Date: _____
Date: _____		

CERTIFICATION

This is to certify that the above employee appeared in this Office for the above purpose.

Signature over printed name_____
Position_____
Date**(Note: This portion shall be filled out by the Official/authorized personnel of the office visited.)**

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**Locator Slip**

Official Transaction Outside Permanent Station

CONTROL NO: _____

Date of Filing:	_____	
Name:	_____	
Position / Designation :	_____	
Permanent Station :	_____	
Purpose of Travel :	_____	
Please Check :	<input checked="" type="checkbox"/> Official Business	<input type="checkbox"/> Official Time
Date and Time :	_____	
	Time Out: _____	Time In: _____
Destination :	_____	
	Recommending Approval:	Approved:
	_____	NIMFA R. LAGO, CESO VI
	(Name and Signature of Immediate Head)	Assistant Schools Division Superintendent
	Date: _____	OIC-Office of the Schools Division Superintendent
Signature of Requesting Employee		Date: _____
Date: _____		

CERTIFICATION

This is to certify that the above employee appeared in this Office for the above purpose.

Signature over printed name_____
Position_____
Date**(Note: This portion shall be filled out by the Official/authorized personnel of the office visited.)**



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Department of Education
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SCHOOLS DIVISION OF OZAMIZ CITY

TRAVEL AUTHORITY FOR OFFICIAL TRAVEL

Region : X
 Schools Division : Division of Ozamiz City

CONTROL NO:

Date of Filing:	
NAME:	
Position / Designation :	
Permanent Station :	
Purpose of Travel : (must be supported by attachments)	
Host of Activity:	
Inclusive Dates :	
Destination :	
Fund Source :	
<p><i>I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.</i></p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Name and Signature of Requesting Employee _____ Date</p>	
<p><i>This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purpose stated herein.</i></p> <p style="text-align: center;"><u>DIONESIO L. LIWAGON, JR., CESE</u> _____ OIC- Assistant Schools Division Superintendent Date</p>	
<p>APPROVED:</p> <p style="text-align: center;"><u>NIMFA R. LAGO, CESO VI</u> _____ Assistant Schools Division Superintendent Date OIC – Office of the Schools Division Superintendent</p>	



**PASS SLIP for Personal Transaction
Outside Office**

CONTROL NO:

Name: _____

Signature: _____

Office: _____

Date: _____

Time Out: _____

Place/Office to
go: _____

Purpose: _____

Time of Return: _____

Name of Guard on
Duty with Signature: _____

Recommending Approval:

(Name and Signature of Immediate Head)

Approved by:

NIMFA R. LAGO, CESO VI

Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

**PASS SLIP for Personal Transaction
Outside Office**

CONTROL NO:

Name: _____

Signature: _____

Office: _____

Date: _____

Time Out: _____

Place/Office to
go: _____

Purpose: _____

Time of Return: _____

Name of Guard on
Duty with Signature: _____

Recommending Approval:

(Name and Signature of Immediate Head)

Approved by:

NIMFA R. LAGO, CESO VI

Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

**PASS SLIP for Personal Transaction
Outside Office**

CONTROL NO:

Name: _____

Signature: _____

Office: _____

Date: _____

Time Out: _____

Place/Office to
go: _____

Purpose: _____

Time of Return: _____

Name of Guard on
Duty with Signature: _____

Recommending Approval:

(Name and Signature of Immediate Head)

Approved by:

NIMFA R. LAGO, CESO VI

Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

**PASS SLIP for Personal Transaction
Outside Office**

CONTROL NO:

Name: _____

Signature: _____

Office: _____

Date: _____

Time Out: _____

Place/Office to
go: _____

Purpose: _____

Time of Return: _____

Name of Guard on
Duty with Signature: _____

Recommending Approval:

(Name and Signature of Immediate Head)

Approved by:

NIMFA R. LAGO, CESO VI

Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent