**POLICIES AND GUIDELINES ON THE USE OF BIOMETRIC TIME RECORDING MACHINE (BTRM) IN MONITORING ATTENDANCE OF CPSU PERSONNEL**

In the effort to ensure the effective enforcement of monitoring the attendance of all Division Office personnel during office hours on weekdays or as required by the Office in exigency of service, this Office hereby directs all personnel to observe the following guidelines:

1. The regular office timings are from 7:00 AM to 6:00 PM with 15 to 30 minutes of lunch break from 11:30 AM to 1:30 PM and these are to be scrupulously observed. **All employees** (regardless of status of appointment) are required to render work for not less than eight (8) hours a day, for five (5) days in a week or a total of forty (4) hours a week, exclusive of lunch break;
2. **Flexi-time** arrangements are subject to the discretion of the head of agency (SUC President) on the condition that all their stakeholders are assured of continuous delivery of services from 8:00 AM to 5:00 PM;
3. **Office attendance shall be recorded using the BTRM daily** or as required by this Office in exigency of service, without any exception, in the following prescribed periods:
4. Upon arrival in the morning (Time In)
5. During lunch break
6. Upon departure from the Office in the afternoon (Time Out)
7. During overtime (Overload). All overtime pay would be endorsed based on the attendance recorded in BTRM only; however, the pay is subject to the availability of funds.
8. Effective **April 1, 2023**, the Daily Time Record (DTR) form to be certified by the concerned employees, verified by the immediate supervisor shall be the printout of the BTRM;
9. The BTRM-generated DTR shall be made available for all CPSU System personnel every second working day of each month for signature of all personnel and verification of their immediate supervisors. Signed BTRM -generated DTRs should be submitted on or before **5th working day of each of the following month** to the Human Resource Management Office (HRMO) in the Main Campus. Should any personnel’s BTRM -generated DTR entry requires corrections, the same should be submitted to the HRMO for proper action;
10. **No handwritten entry** on the BTRM -generated DTR printout shall be allowed;
11. There is no **grace period**. Delays in logging in in the morning and in the afternoon, regardless of the number of minutes/hours shall be considered tardy. In the case that the tardiness occur ten (10) times in a month for at least two (2) consecutive months during the year, the employee shall be liable for Simple Misconduct and/or Conduct Prejudicial to the best interest of the service, as the case may be.
12. In cases when the employee fails to login or logout with the biometrics, he/she must provide a **justification** to avoid the same failure in the future (see Attachment A), to be noted by his/her immediate supervisor. Duly complied justification should be attached to the employee’s BTRM-generated DTR. In the event that there is a **frequency or a scheme in failure to login or logout** with the BTRM, the employee shall be considered tardy or undertime or absent or shall be administratively liable, as the case may be.
13. In the event personnel may leave the Office during office hours for **personal business**, he/she shall use the **Pass Slip** to record the time he/she left and returned to the Office. The period of time the concerned employee was out of the office of personal business shall be charged against the employee’s leave or service credits, if any. In the event that the employee went out of the office for **official business (OB)** as indicated in his/her **Pass Slip**, it shall not be charged against his/her leave or service credits;
14. In cases when personnel is required to leave the Office for field work or out-of-town assignment, concerned employee has to **seek/prepare a travel order to be approved** by the SUC President or his/her duly authorized personnel. The copy of his/her **travel order and certificate of appearance shall be attached** to the employee’s biometric-generated DTR;
15. The **logbook of daily time record** at the desk near to the biometrics shall be used at all times. This shall support the attendance during power interruptions or brown outs or system errors. The HRMO shall enter the recorded time in and out in the logbook into the system prior to generating the biometric-generated DTR; and
16. All issues, questions, or suggestions regard the biometrics should be channeled to the Office of the Vice President for Finance and Administration for reference and resolution purposes.

All personnel are reminded with the policies on attendance and punctuality stated in the Code of Conduct and Ethical Standards for the Government Officials and Employees (RA 6713), in order for CPSU to continuously provide prompt, efficient and responsive delivery of service to all clients.

**Attachment A**

**REQUEST FOR CORRECTION/ADJUSTMENT OF BIOMETRIC ENTRY**

Date June 3, 2024

**ALADINO C. MORACA, Ph.D.**

SUC President

Central Philippines State University

Kabankalan City, Negros Occidental

SIR:

I, MICHAEL A. BALIVIA, INFORMATION SYSTEMS ANALYST II of the Management Information System Office regret to inform your good office that I have missed to punch in/out through the biometrics the time I arrived/left the office on the dates indicated below.

I respectfully request for the correction/adjustment of the entries as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Time In** | **Time Out** | **Remarks** |
| May 2, 2024 | 8:00 AM | 12:00 PM | Newly registered in Biometrics |
|  | 12:30 PM | 17:06 PM |

Hoping for your kind consideration.

Thank you.

Very truly yours,

MICHAEL A. BALIVIA

Signature over Printed Name of Employee

Noted by:

RYAN B. ESCORIAL, DIT

Signature over Printed Name of Immediate Supervisor