



Republic of the Philippines  
Department of the Interior and Local Government  
Regional Office IV-A CALABARZON

**URGENT MEMORANDUM**

TO : **ALL PROVINCIAL / HUC DIRECTORS AND OTHERS  
CONCERNED**

SUBJECT : **USE OF BIOMETRICS DEVICE FOR ATTENDANCE  
MONITORING IN THE PROVINCIAL OFFICE**

DATE : **27 June 2022**

Relative to the use of biometrics, which started in the last week of April 2022 as trial period, please be advised that the system is already stable, which indicates that the data (time in/out) is consistently recorded throughout the duration.

With this, starting **01 July 2022**, all Provincial Office personnel shall **solely use the biometrics device** to record the time-in in the morning and time-out in the afternoon, as well as the lunch-in and lunch-out during lunchbreak.

The use of FAS online DTR shall no longer be required, hence, will not be printed. Instead, all shall record their daily attendance on the attendance logbook.

The data generated by the biometrics device shall be used for the employee's daily time record (DTR) and their salary computation.

With this, program managers and personnel who are assigned in the retrieval of the data in biometrics are invited to attend for an orientation on how to transfer the raw data from the biometrics to the FAS **via zoom** on **28 June 2022, 02:00 PM**. The meeting details are as follows:

Meeting ID : **933 4246 7015**  
Passcode : **062822**

For information and compliance.

  
**ARIEL O. IGLESIA**  
Regional Director

  
FAD/CSO/HRS:HGSS



**"Matino, Mahusay at Maaasahan"**