



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

MEMORANDUM

TO : **ALL DILG IV-A REGIONAL OFFICE EMPLOYEES**

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

DATE : **11 May 2022**

Relative to the use of biometrics, which started last 05 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 16 May 2022, all Regional 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** located beside the biometrics machine.

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

For information and compliance.


ARIEL O. IGLESIA
Regional Director


FAD: CSC/HRS:HGSS



"Matino, Mahusay at Maaasahan"