

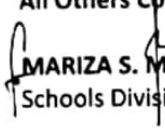


Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY

DIVISION MEMORANDUM

No. 294, S. 2022

TO : Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Senior Education Program Specialist
Education Program Specialist
PSDSs and PICs
Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
All Others Concerned

FROM :  **MARIZA S. MAGAN, Ed.D., CESO V**
Schools Division Superintendent

DATE : June 22, 2022

SUBJECT : **CORRIGENDUM TO DIVISION MEMORANDUM NO. 281, S. 2022
ENTITLED GUIDELINES ON THE USE OF BIOMETRIC TIME RECORDING
SYSTEM (BTRS) IN MONITORING ATTENDANCE OF EMPLOYEES IN ALL
SCHOOLS AND OF THE DIVISION OFFICE**

1. Division Memorandum No. 281, s. 2022, is corrected as follows:

A. Registration/Enrolment to BTRS

1. All regular permanent and job order employees are to register/enroll in the BTRS as follows:

Personnel	BTR Machine
Mobile Teachers	School

G. Downloading, Printing and Distribution of the BTRS Printout

II. For the School

1. The downloading and printing of the BTRS time recorded of each personnel for the month will be done by the ITO of the school or anyone designated by the School Head.
2. The printed individual BTRS Time Record will be stamped certified as true and correct by the ITO of the School or anyone designated by the School Head.
3. The printed individual BTRS Time Record will be given to the Records Officer in case that the school has one or to the Administrative Officer of the School. Each of the printout will be stamped **RELEASED** with the date and the signature of the Records Officer or Administrative Officer as the case maybe.
4. In case the personnel lost the BTRS Time Record printout, a written request shall be made to the Administrative Officer. Once approved, it shall be forwarded to the ITO for printing another copy undergoing the same process in the above Items number 1-3.
5. Immediate dissemination of this Memorandum is desired.


RELEASED
Date: 6/22/22
Time: 11:27
Signature: 