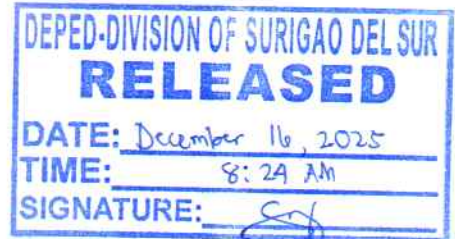




Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SURIGAO DEL SUR

DIVISION MEMORANDUM
No. 558, s. 2025

To: All Public District Supervisor / DICs
All Public School Heads
All Administrative Officers II
This Division



IMPLEMENTATION OF THE SCHOOL BIOMETRIC-ATTENDANCE SYSTEM

1. The Schools Division Office – Surigao del Sur, through the Division Information and Communication Technology Unit, announces the implementation of the Division-Developed School Biometric-Attendance System. This initiative is in alignment with CSC rules and guidelines on the proper recording, management, and submission of employee Daily Time Records (DTR). The system aims to ensure accuracy, efficiency, and transparency in attendance processing across all schools within the Division.
2. All schools are highly encouraged to adopt and utilize the School Biometric-Attendance System as their official platform for extracting biometric logs, generating DTRs, and managing work-hour assignments. The upgraded system offers the following enhanced features:
 - Faster uploading/importing of .dat biometric files
 - Quick generation of individual DTRs in PDF format
 - Bulk DTR generation for multiple employees
 - Flexible time and work-hour assignment per department or grade level
 - Automatic integration of holidays and travel/business entries
 - Improved DTR Records History for monitoring and verification These improvements aim to streamline attendance processing and ensure compliance with CSC DTR standards.
3. Schools with operational biometric devices (ZKTeco, NGTeco, or other compatible models) must ensure that their devices are configured to produce the required .dat files. Schools are advised to coordinate directly with the Division ICT Unit for assistance in the installation, setup, and configuration of the system, including onsite or virtual support when needed. School Heads and Administrative Officers are encouraged to work together in ensuring the smooth integration of the system into their existing attendance workflow.
4. For concerns on installation, configuration, troubleshooting, and other system-related inquiries, schools may contact Mr. Marvin Minguillan, Division ICT Unit, through mobile number 09476344400 or email marvin.minguillan@deped.gov.ph . Support will be provided through chat, call, remote or scheduled onsite visits whenever appropriate.

Address: Balilahan, Mabua, Tandag City, Surigao del Sur, 8300

Telefax No. (086) 211-3225

Email Address: surigaodelsur.division@deped.gov.ph

Website: depedsurigaodelsur.com





Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SURIGAO DEL SUR

5. This memorandum takes effect immediately upon issuance. All schools are expected to begin utilizing the system by January 2026 to ensure standardization of attendance recording and timely DTR generation in adherence to CSC guidelines.
6. Immediate dissemination of this memorandum is highly appreciated.

LORENZO O. MACASOCOL, PhD, CESO V
Schools Division Superintendent

Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

MGM/DM-MEMO
___/___/2025