



Republic of the Philippines
Department of Education

REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

Office of the Schools Division Superintendent

November 6, 2025

OFFICE MEMORANDUM

No. 17, s. 2025

**REITERATION OF DIVISION MEMORANDUM NO. 028, s. 2024 AND DIVISION
MEMORANDUM 066, s. 2024, re. MANDATORY REGISTRATION TO
BIOMETRICS AND THE USE OF THE NEW BIOMETRIC ATTENDANCE DEVICE**

To: Assistant Schools Division Superintendent
Chief Supervisors
Education Program Supervisors
Section and Unit Heads
All Division Office Personnel

1. Pursuant to CSC MC No. 01, s. 2017, reiterating Section 2, Rule XVII, Omnibus Rules, Implementing Book V of EO No. 292, which provides for the duty of the head of agency to require a daily record of attendance of all officials and employees, and mandates the adoption of a reliable and efficient method of recording attendance of employees, this Office reiterates the directive for all the Division Office employees to undergo biometric registration.
2. Despite previous calls and intensive biometric registration efforts conducted in the past few weeks, there are DO employees who have remained unregistered. Hence, this Memorandum serves as a reminder to all, including Casuals, JOs, those in concurrent capacity, and those who report on a scheduled basis, to register at the ICT Office.
3. The logbook of attendance shall be maintained continuously by the guard on duty to ensure appropriate recording of log-in and out in case of a system glitch of the biometric device and power interruption.
4. Please be informed that failure to comply with this directive shall be construed as insubordination, which may warrant administrative sanctions, as provided for in the Civil Service Rules and Regulations.
5. Immediate dissemination of and compliance with this Memorandum are desired.

GAUDENCIO C. ALJIBE, JR., PhD, CESO VI

Schools Division Superintendent



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