



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF DASMARIÑAS
FRANCISCO E. BARZAGA INTEGRATED HIGH SCHOOL
BRGY. SAN JOSE, CITY OF DASMARIÑAS, CAVITE

30 Sep 2026

SCHOOL MEMORANDUM

No. 276, s. 2026

STRICT COMPLIANCE WITH BIOMETRIC TIME-IN AND TIME-OUT

To: All Teaching and Non-Teaching Personnel
All Others Concerned

1. **Starting October 1, 2026**, all personnel are required to record both their TIME-IN and TIME-OUT through the biometric system every working day. **Personnel are reminded that biometric recording only a TIME-IN or a TIME-OUT without the corresponding attendance record may be considered as half-day attendance**, subject to verification and applicable rules and regulations.
2. In case the **biometric system fails to recognize the face or fingerprint**, the concerned personnel must immediately report the matter to **Mr. Bryan H. Dadia** for proper documentation and verification.
3. The Daily Attendance Log Sheet shall serve only as a supplementary reference for monitoring daily presence or absence. The biometric attendance record shall remain the primary basis for the preparation and submission of the DTR to the Schools Division Office.
4. For your information and guidance.

JEFFREY D. PENALES
School Principal I



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