



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region X  
**DIVISION OF MISAMIS ORIENTAL**  
A.Velez St, Cagayan de Oro City



DIVISION MEMORANDUM  
No ...265.....s. 2016

TO : Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
Senior Program Specialist  
Education Program Specialist II  
This Division

From : ~~CHERRY MAE L. LIMBACO, Ph. D, CESO V~~  
Schools Division Superintendent

Date : June 27, 2016

Re USING BIOMETRIC IN THE FIELD AS EVIDENCE OF DAILY  
ATTENDANCE OF SCHOOL HEADS AND TEACHERS AND  
EMPLOYEES

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1. All Secondary and Elementary School Heads are hereby directed to use BIOMETRIC in their respective schools as evidence of daily attendance of all employees.
2. Copy of the biometric printout shall be attached to the school Form 7 every month.
3. All school heads are allowed to use school MOOE to purchase BIOMETRIC subject to usual government accounting and auditing rules and regulations.
4. For information and compliance.

CLL/rom