



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

February 24, 2023

REGION MEMORANDUM
ESSD-2023-018

**USE OF FINGERPRINT BIOMETRICS FOR RECORDING OF DAILY ATTENDANCE
OF CONTRACT OF SERVICE ENGINEERS/ARCHITECTS (CEAs)**

To: Schools Division Superintendents
All Others Concerned

1. Since all Contract of Service Engineers/Architects (CEAs) are being paid through this Office, they are required to use their fingerprint biometrics for recording of the daily attendance when reporting to the Regional Office or schools division office where they are assigned.
2. When the CEAs are monitoring/inspecting project sites or on official travel, the Approved Accomplishments Report and/or Authority to Travel and Certificate of Appearance shall be attached to the daily attendance record.
3. Anent this, the use of Fingerprint Biometrics shall be effective **March 01, 2023**. The Approved Electronic Printed Daily Time Records (DTRs) shall be signed by ESSD Chief/SGOD Chiefs with the initial of the Regional Engineer/ Division Engineer in their areas of assignment.
4. The CEAs shall coordinate with the RO/SDO ICT personnel regarding registration with the system.
5. Submission of DTRs and Accomplishments Reports to the Regional Engineer shall be within five (5) days after cut-off period (every month). Late submissions will be processed during the next month to avoid delayed processing and payment of wages.
6. Immediate dissemination of and compliance with this Memorandum are desired.


CARLITO D. ROCAFORT
Director IV

Enclosure: None

Reference: None

To be indicated in the Perpetual Index under the subject:
ATTENDANCE CONTRACT OF SERVICE



Address: Regional Center, Brgy. Carpenter Hill, City of Koronadal
Telefax No.: (083) 2288825/ (083) 2281893
Website: depedroxii.org
Email: region12@deped.gov.ph





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