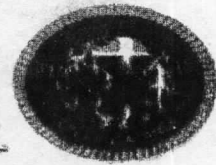


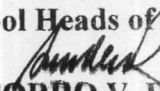


Republic of the Philippines  
Department of Education  
Region V (Bicol)  
**DIVISION OF CATANDUANES**  
Vigan, Catanduanes



**RELEASED**

**TO:** Public Schools District Supervisors  
Elementary and Secondary School Heads  
School Heads of Autonomous Schools

**FROM:**   
SOCORRO V. DELA ROSA, CESO V  
Schools Division Superintendent

DepEd, Division of Catanduanes  
RECORDS SECTION

Date: JUL 23 2019

Time: 02:17 pm

Initial/Signature: 

**SUBJECT:** Addendum to unnumbered Division Memorandum dated July 10, 2019 re: Submission of Daily Time Record (DTR-Biometrics generated)

**DATE:** July 23, 2019

1. Public Schools District Supervisors are also required to enroll in the biometrics in the central schools.
2. Autonomous schools must also have biometrics for the time-in and time-out of school personnel.
3. Teaching and non-teaching personnel who attended meetings or seminars during school/office days should attach a certificate of appearance to the Biometrics generated DTR as proof of attendance.
4. The Schools Division Office Personnel Section will conduct inspection to schools to ensure that this memorandum is being complied with.
5. For your guidance and compliance.