

DepEd - Division of Catanduanes
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Kagawaran ng Edukasyon
REHIYON V - BICOL
TANGGAPANG PANSANGAY NG CATANDUANES

October 27, 2024

DIVISION MEMORANDUM
No. 546 s. 2024

CLARIFICATION ON THE GUIDELINES FOR MONITORING AND USE OF BIOMETRICS ATTENDANCE SCHEME AND OFFICIAL ATTENDANCE LOGBOOK FOR THE DAILY RECORDING OF ATTENDANCE OF ALTERNATIVE LEARNING SYSTEM (ALS) TEACHERS

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors/In-Charge of the Districts
Elementary and Secondary School Heads
Education Specialist II - ALS
ALS Teachers
All others concerned

1. This office issues clarifications on the guidelines for monitoring and use of biometrics attendance scheme and official attendance logbook for the daily recording of attendance of Alternative Learning System (ALS) teachers.
2. As per Paragraph 4.e of DM No. 076, s. 2024, ALS teachers are required to register and use both the Biometrics Attendance Monitoring System and the Official Attendance Logbook at the school where the Community Learning Center (CLC) is located. If there is no school where the CLC is situated, they should register at the nearby school designated for this purpose.
3. In line with this, a list of Community Learning Centers (CLCs) and their corresponding schools, where ALS teachers must register, is provided in the attached enclosure.
4. The Public Schools District Supervisors shall serve as the authorized signatory for the Daily Time Record (DTR). However, the School Heads must affix their initials beneath the signature of the authorized signatory as a form of acknowledgment.
5. The Certificate of Appearance and Learner's Attendance shall serve as supporting documents for the Daily Time Record (DTR). Prescribed templates are provided in the attachments. These documents must be signed by either the Barangay Captain, a member of the Barangay Council, or the school head.
6. All other provisions stated in the previously mentioned issuance remain unchanged.
7. For information, guidance and compliance.

CECILE C. FERRO
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



List of Schools where to enroll for biometrics

No.	Name of ALS Teacher	Barangay Served	School where to enroll for biometrics	DISTRICT
1	SAMAR, REA, VILLARINO,	Magsaysay	Magsaysay ES	Bagamanoc North
2	VILLACORTA, RAUL, VALERIO,	Hinipaan	Hinipaan ES	Bagamanoc North
3	TUTANES, REINALYN, PIASTRO,	Suchan & Quigaray	Suchan ES	Bagamanoc South
4	VALATERO, ROLLY, VELASCO,	Bacak & Quezon	Quezon ES	Bagamanoc South
5	VILLACORTA, JAN MICHAEL, TACORDA,	Salvacion	Salvacion ES	Bagamanoc South
6	CEBALLO, NIMFA, FAJARDO,	Sta. Teresa	Bagamanoc CES	Bagamanoc South
7	ISRAEL, MARY CRIS, VILLARINO,	Agban	Agban CES	Baras North
8	TERNIDA, RAYMOND, TOLLEDO	Genitligan	Genitligan ES	Baras North
9	TORRECAMPO, MARIA CRISTINA, BAGADIONG,	San Miguel	San Miguel ES	Baras North
10	DORAN, COHLEN, MOLINA,	Abihao	Abihao ES	Baras South
11	TENERIFE, DONALD ALCANTARA	Nagbarorong	Baras CES	Baras South
12	TEVES, RHONA, AMARO,	Danao	Putsan-Danao ES	Baras South
13	TERRAZOLA, ALJAY, TAPIA,	Tilod	Tilod ES	Baras South
14	BOARAO, TEODORO, CLEMENTE, JR	Batalay	Batalay ES	Bato East
15	RUTOR, JOCELYN, ARROGANTE,	Bagumbayan	Bagumbayan ES	Bato East
16	TEMEÑA, BEVERLY, AGUILAR,	Bote	Bote Integrated School	Bato East
17	SARMIENTO, MARILOU, TASARA,	San Roque	San Roque ES	Bato East
18	FLORES, LEONILA, TAPIT,	Sipi	Sipi ES	Bato West
19	MENDOZA, CAROLINE, GELITO,	Binanuahan	Cabugao IS	Bato West
20	BALAYO, JENNY MARIE, BARCETA,	Tucao	Tucao Integrated School	Caramoran North
21	DELA ROSA, GENEDEL, PALOMER,	Maysuram	Tucao Integrated School	Caramoran North
22	ABRAHAM, EMELYN, TEJERESAS,	Inalmasinan	Inalmasinan ES	Caramoran South
23	BALMACEDA, LEA, TRINIDAD,	Sabloyon	Sabloyon ES	Caramoran South
24	LOPEZ, MANILYN, SOLERO,	Iyao	Iyao ES	Caramoran South
25	CABRERA, LEA, LANDONG,	Bocon	Bocon ES	Caramoran South
26	CARRANZA, CYNTHIA, ROJO,	Sioron	Sioron Elem. School	Gigmoto
27	TOLLEDO, MARIA THERESA, FAUSTINO,	District III	Gigmoto Central Elem. School	Gigmoto
28	TRASMAÑO, CESAR, MANLANGIT,	Dororian	Dororian Elementary School	Gigmoto
29	TUTANES, TITO, FERNANDEZ,	District I	Gigmoto Central Elem. School	Gigmoto
30	SANCHEZ, TERESITA, TRINIDAD,	San Roque	Tabugoc CES	Pandan East
31	BERNARDINO, ALMA, DELA ROSA	Baldoc	Baldoc ES	Pandan East
32	ARAOJO, ROSALIE, SALVADOR,	Tariwara	Tariwara ES	Pandan West
33	BERNARDINO, CRISTINE, DE QUIROZ,	Sta. Cruz	Sta. Cruz ES	Pandan West
34	JAPSON, RICHARD, EUSEBIO,	Balagonan	Balagonan ES	Pandan West
35	DE LA CRUZ, ABRAHAM, TATEL,	Tibo	Tibo ES	Panganiban
36	OBOGNE, GEMMALYN, SANTOS,	Panay	Panay CS	Panganiban
37	VILLAFUERTE, RONEL, AQUINO,	San Miguel	San Miguel ES	Panganiban
38	CEBALLO, EMMA, TULDAC,	Mabini	Mabini ES	Panganiban
39	SUMALDE, ALLAN, TABINAS,	Belmonte	Carangag ES	San Andres East
40	TUMPANG, MARICRIS, TUBICE,	Esperanza	San Andres Central ES	San Andres East
41	VARGAS, MANOLITO, BUENDIA,	Comagaycay	Comagaycay ES	San Andres East
42	BESONIA, MARILES, VALLESPIN,	Codon	Codon ES	San Andres West
43	CALINGO, LEVY, MORALES,	Cabcab	Cabcab CES	San Andres West
44	EUSTAQUIO, RAUL, YUGA,	Datag	Datag ES	San Andres West
45	BUENDIA, JOANA, TARNATE,	Balatohan	Balatohan ES	San Miguel North
46	TENERIFE, RODELYN, TUD,	Pacogon	Pacogon ES	San Miguel North
47	TEVAR, MELBA, STO TOMAS,	Kilikilihan	Kilikilihan ES	San Miguel North
48	MANLANGIT, LEIZEL, TAPANAN,	Mabato	Mabato CES	San Miguel North
49	BERNAL, MARILOU TABIRAO	Obo	Obo ES	San Miguel South
50	BOSEO, MARITES MENDOZA	Katipunan	Katipunan ES	San Miguel South
51	ROBLES, JUDITH TUPLANO	District 3 CLC	San Miguel CES	San Miguel South

52	SOLIMAN,JOEL,UGALDE,	Tinago	Tinago ES	Viga East
53	TOLIN,ERLINDA,TORRES,	Soboc	Soboc ES	Viga East
54	RODULFO,JONALYN,TUBOLTO,	Almojuela	Burgos ES	Viga West
55	VALATERO,MARGIE,MAGTANGOB,	P. Vera	P. Vera (Summit) ES	Viga West
56	OLONAN,DOMINIC,GARCIA,	Rizal	Rizal ES	Viga West
57	ARCILLA,MARITES,TULIN,	Sogod Tibgao	Sto. Nino ES	Virac North
58	CAJUDAY,RACHELLE,MASAGCA,	Buyo	Buyo Integrated School	Virac North
59	GIANAN,AILEEN,CAMPOS,	J.M.A. Poniton	JMA Ponition ES	Virac North
60	PEREZ,CHARLES,TATAD,JR	Danicop	Virac Pilot ES	Virac North
61	TANAEL,JEDDY,TANIEGRA,	Calabnigan	Capilihan ES	Virac North
62	GUERRERO,RICHARD,MATIENZO,	San Vicente	San Vicente ES	Virac North
63	DE MESA,JUDY MAE,LATOZA,	Pajo San Isidro	Pajo San Isidro ES	Virac South
64	DELA ROSA,CHARISSE,TOLLEDO,	SIV	SIV ES	Virac South
65	MAGTAGNOB,HERMES,TALLER,	Gogon Sirangan	Virac Central Elementary School	Virac South
66	TIO,ALONA,GONZALES,	Batag	Cavinitan ES	Virac South
67	TOLENTINO,ROSE ANN,MASAGCA,	Hawan Ilaya	Buenavista ES	Virac South
68	PANTI,SALVADOR,TINDUGAN,	Casoocan	Casoocan ES	Virac South