



Republika ng Pilipinas

Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim
Schools Division of BENGUET

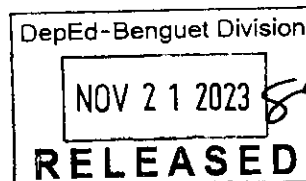
November 16, 2023

DIVISION MEMORANDUM

No. 426, s. 2023

Guidelines and Policies in procurement of Biometric Attendance Machine and adoption of CSC Rules

TO: All PSDS and District In-charge
All Elementary & Secondary School Heads
All Field Employees
All others concerned



1. To ensure effective enforcement of attendance monitoring of all teaching and non-teaching personnel in the schools with uniform biometric attendance machine, all schools are advised to procure their biometric machine with the following specifications:

- Input: fingerprint and face biometric reader
- Processor: 256-900MHz Dual Core CPU; Memory 128-512MB RAM / 4-8 GB ROM or better
- Camera: High-definition IR camera, with fast face recognition speeds
- Display: 2.8" TFT screen or wider
- I/O: keypads/touchscreen
- Storage capacity:
 - Face: 1000-3000
 - Fingerprint: 1000-3000
 - RFID card: 1000-5000 (optional)
 - Record capacity: 100,000 or better
- Communication: TCP/IP, WiFi (Optional), USB Host
- Software: with online/offline machine configuration user interface.
- Internal battery: 15min (optional)
- Power supply: 12V, 1.5A
- Accessories: power cord, installation bracket with materials
 - Have the option to print in CSC form 48 form or can be manipulated by another software to generate the CSC form 48.
 - Have the option to secure attendance database.

The suggested retail price per unit is raging from ₱11,500.00 to ₱12,000.00 inclusive of tax. Two input methods or more shall be used such as fingerprint recognition and face recognition to ensure continuous use of biometrics in case one entry method is not feasible to that employee.

2. All school personnel shall render eight (8) hours a day for five (5) days a week or a total of forty (40) hours a week, exclusive of time for lunch, thus, all biometric attendance machine shall be set as follows:



Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570 (telefax)
email address: banguet@deped.gov.ph
website: www.depedbenguet.com
FB page: DepEd Tayo Benguet





Republika ng Pilipinas

Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

Schools Division of **BENGUET**

Entry Day	Morning Session		Void Time	Afternoon Session	
	IN	OUT		IN	OUT
Regular Working Days	7:30 AM	12:00-12:29 PM	12:30 PM	12:31-1:00 PM	4:30-6:00 PM
Overtime	Any time			Anytime	

3. The biometric machine can take as many Time IN/OUT but would only register the very first Time-In (AM and PM) and the latest Time-Out (AM and PM) registered by the school personnel per working day. It is also required that a void time shall be set to identify the boundaries for the Morning and Afternoon sessions **Time-In** and **Time-Out**. Neglect in following this rule will surely result in a BLANK entry in printing of DTRs. Furthermore, the access to the raw data generated from the biometric attendance machine shall be secured at all costs to discourage manipulation of attendance entries.

3. Schools may opt to use multiple attendance log methods like attendance logbook, Bundy time clock, etc. which will eventually support the data entries in the biometric attendance machine. Strict use of the biometric is strongly encouraged, late log-in/outs due to being late, activities being conducted, or due circumstance are still required to log in/out. Supporting documentation should be attached when accomplishing the DTR is highly recommended.

4. For the printing of Form 48 format, the ICT unit will be providing an offline software aligned with the required Biometric Attendance Equipment. Provided that recipient school shall provide a laptop/desktop for the software to be installed.

5. For school having a different brand of biometric attendance machine and may have the difficulty in setting up the guidelines internally into their biometrics may issue an official school advisory on the correct process in using their biometrics following the guidelines set forth.

6. Agreement on the timeline for the submission of the DTR together with the documentary requirements and other guidelines during the meeting relative to Division Memorandum 348 s. 2023 must be observed which will was issued under SDO Memo No. 421, s. 2023.

7. For strict compliance.


SALLY L. BANAKEN-ULLALIM CESO V
 Schools Division Superintendent *AT*

OSDS/ASDS/ICTU/esw@mbc



Address: Wangal, La Trinidad, Benguet
 Telephone Number: (074) 422-6570 (teletax)
 email address: benguet@deped.gov.ph
 website: www.depedbenguet.com
 FB page: DepEd Tayo Benguet

