Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN
Archbishop G.M. Reyes St., Kalibo, Aklan

July 27, 2017

DIVISION MEMORANDUM
No. 168, s. 2017

POLICIES AND GUIDELINES ON THE USE OF THE BIOMETRIC TIME RECORDING SYSTEM FOR DISTRICT ALTERNATIVE LEARNING SYSTEM COORDINATORS (DALSCs) AND MOBILE TEACHERS (MTs)

To: **Chief Education Supervisor - CID**
Education Program Supervisor – ALS
Public Schools District Supervisors/
Principals/Head Teacher-In-Charge of the District
Education Program Specialists II – ALS
Heads of Public Elementary/Secondary and Integrated Schools
District ALS Coordinators
ALS Mobile Teachers

1. As per Executive Order 292, (Sections 1-5, Rule XVII, Omnibus Rules Implementing Book V and CSC Memorandum Circular No. 01, s. of 2017), all public officers and employees are required to strictly observe the prescribed office hours and must register in the bundy clock and shall render not less than eight hours a day for five days a week. Only those appointed by the President are exempted to register in the bundy clock.

2. With reference to DepEd Order No. 31, s. 2014, this office reiterates the use of the Biometric Time Recording System for District ALS Coordinators and Mobile Teachers.

3. District ALS Coordinators and Mobile Teachers are required to log in/out using the system only if they are reporting at the District Office to make reports as reflected in their program of activities/schedule of sessions.

4. In cases where the DALSCs and MTs failed to log in/out due to the conduct of their learning sessions in their catchment area, they must secure a Certificate of Appearance duly signed by the Punong Barangay or School

Administrator of the nearest school from their Community Learning Center (CLC). This document shall serve as proof of their attendance and must be attached to their accomplished Daily Time Record (DTR) upon submission to the Division Office.

5. Attached is the prescribed Certificate of Appearance for the ALS Implementers.

6. For your guidance and strict compliance.

Dr. ERNESTO F. SERVILLON, Jr., MNSA
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Reference: CSCMC No. 01, s. 2017 and DO No. 31, s. 2014
Enclosure: As Stated
To be indicated in the Perpetual Index under the following subjects

POLICIES AND GUIDELINES ALTERNATIVE LEARNING SYSTEM

AZZ/mtll

Department of Education
Region VI-Western Visayas
Division of Aklan
Alternative Learning System
DISTRICT OF _____
Kalibo, Aklan

CERTIFICATE OF APPEARANCE

Name: _____
Purpose of Travel: To conduct advocacy, social mobilization, literacy mapping and learning sessions for the month of _____

This is to certify that the teacher named aboved has actually appeared in the designated location and date for the stated purpose.

Day		Name of Community Learning Center	Sitio/ Barangay	Responsible Monitor		
				Name	Position	Signature
1	A.M					
	P.M					
2	A.M					
	P.M					
3	A.M					
	P.M					
4	A.M					
	P.M					
5	A.M					
	P.M					
6	A.M					
	P.M					
7	A.M					
	P.M					
8	A.M					
	P.M					
9	A.M					
	P.M					
10	A.M					
	P.M					
11	A.M					
	P.M					
12	A.M					
	P.M					
13	A.M					
	P.M					
14	A.M					
	P.M					
15	A.M					
	P.M					
16	A.M					
	P.M					
17	A.M					
	P.M					

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Day		Name of Community Learning Center	Sitio/ Barangay	Responsible Monitor		
				Name	Position	Signature
18	A.M					
	P.M					
19	A.M					
	P.M					
20	A.M					
	P.M					
21	A.M					
	P.M					
22	A.M					
	P.M					
23	A.M					
	P.M					
24	A.M					
	P.M					
25	A.M					
	P.M					
26	A.M					
	P.M					
27	A.M					
	P.M					
28	A.M					
	P.M					
29	A.M					
	P.M					
30	A.M					
	P.M					
31	A.M					
	P.M					

I hereby CERTIFY that the above is true and correct.

DALSC/Mobile Teacher

VERIFIED as to the prescribed office hours

PSDS/PID/HTID