



REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF AGRARIAN REFORM

Tunay na Pagbabago sa Repormang Agraryo

MEMORANDUM

Order No. **02**

Series of 2023

SUBJECT: GUIDELINES GOVERNING THE USE OF BIOMETRIC TIME RECORD MACHINES (OR THE BIOMETRICS SYSTEM) FOR DAILY RECORD OF ATTENDANCE

I. RATIONALE

Rule XVII of the Omnibus Rules implementing Book V of Executive Order 292 Series of 1987, provides:

Section 1. "It shall be the duty of each head of department agency to require all officers and employees under him to strictly observe the prescribed office hours.

Section 3. "Chiefs and Assistant Chiefs of agencies who are appointed by the President, officers who rank higher than these chiefs and assistant chiefs in the three branches of the government, and other presidential appointees need not punch in the Bundy clock, but attendance and all absences of such officers must be recorded. "

Section 5. "Officers and employees of all departments and agencies except those covered by special laws shall render not less than eight hours of work a day for five days a week or a total of forty hours a week, exclusive of time for lunch. As a general rule, such hours shall be from eight o'clock in the morning to twelve o'clock noon and from one o'clock to five o'clock in the afternoon on all days except Saturdays, Sundays and Holidays.

Memorandum Circular No. 25 Series of 2019 of the Civil Service Commission (CSC), provides:

Section 2: "Flexible working hours shall not start earlier than 7 o'clock in the morning and end later than 7 o'clock in the evening.

DAR Memorandum 455 dated November 10, 2023 provides:

"To ensure proper observance of government office hours, all DARCO rank-and-file employees, including the Contract of Service (COS) personnel are hereby directed to use the fingerprint biometrics for the recording of their daily attendance effective 15 November 2023."

II. COVERAGE

1. All DARCO personnel whether regular, temporary, coterminous or those hired under Contract of Service (COS), on detail and/or reassigned at DARCO are required to log their time entries using the Biometric Time Recorder Machines installed in the designated areas inside the DARCO Compound.
2. All third level officials/presidential appointees need not enroll and use the Biometric Time Recorder Machines but their attendance must be recorded.

III. GUIDELINES

In the interest of the service and the enforcement of proper observance of government office hours pursuant to existing laws, rules and regulations, the following set of guidelines is prescribed for compliance of all concerned:

1. All employees are required to key-in four (4) transactions in the Biometric Time Recorder Machine to cover log-in and out in the morning and log- in and out in the afternoon, which will record the lunchbreak from 12 noon to 1 o'clock in the afternoon.
2. The flexible working hours shall continue to be followed which shall start not earlier than 7 o'clock in the morning and end not later than 7 o'clock in the evening as provided under CSC Memorandum Circular No. 25 s. 2019, except during Mondays when all employees are required to report not later than 8 o'clock in the morning and consequently complete the eight-hour work requirement for the day.
3. Subject to strict attendance, and in consideration of the nature of work of some employees and in the exigency of service, the Secretary or the Sector Heads shall submit and identify personnel such as but not limited to drivers, close-in security personnel, lawyers, Executive Assistants and those personnel performing complex, sensitive assignments as may be defined by the respective Sector Heads, exemption may be accorded to them subject to the submission of letter-authority from the Sector Head with whom they are serving. The said letter authority, which shall be revocable at any time by the concerned official or recommending authority, will be submitted to the Office of the Undersecretary for FMAO for recording and guidance.
4. Personnel who may be exempted from the use of Biometric Time Record Machines as defined in item no. 3 must record their attendance through the Daily Time Record (DTR) - CSC Form 48 and to submit the same, duly signed by the respective heads of offices, to the Personnel Division to support payment of salaries and other benefits.

5. Personnel who are not exempted as defined in item no. 3 but are on official engagements or authorized attendance to scholarships, trainings, official travel and other authorized official business are required to submit to Personnel Division proof of their attendance to such official activities upon return to office.
6. Personnel who are on official business outside of DARCO but within Metro Manila may be allowed to use Official Business Slips (OB slips) covering one day or less. The OB Slips shall be signed by their respective Head of Office/Division, copy furnished the Personnel Division.
7. The Biometric Time Record Machine reports shall be the basis for payment of salaries and other allowances for services rendered. In the absence of Biometric Time Record Machine Reports or other valid documents (i.e. special order, approved leave application, travel order), or CSC Form 48 (Daily Time Record or DTR with photocopy of Daily Attendance Sheets/Log Book) to support work attendance as basis of compensation, claims for salary and other benefits/allowances due to employees will not be processed. 8.
8. Problems, issues, needs and concerns regarding the Biometric System, implementation may be coursed through the Personnel Division for proper documentation and action.
9. It is understood that all CSC rules and regulations on attendance as contained under Book V of Executive Order No. 292 and amended Omnibus Rules shall continue to be implemented.

IV. EFFECTIVITY

This Order takes effect on 15 November 2023 and amends/revokes all DAR issuances inconsistent with it.

Diliman, Quezon City, 04 December, 2023.

CONRADO M. ESTRELLA III

Secretary

By the authority of the Secretary:

USEC NAPOLEON G. GALIT

OIC-Secretary

Department of Agrarian Reform

Office of the Secretary



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