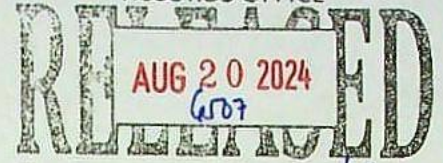




Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OFFICE DAGUPAN CITY

DepEd SDO Dagupan City
 RECORDS OFFICE



By: _____ Time: 1:52

Division Memorandum No. 322 s. 2024

To: **Assistant Schools Division Superintendent
 Chief Education Supervisors
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 Non-Teaching Personnel
 Others Concerned**

Date: **AUGUST 20, 2024**

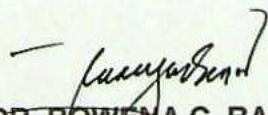
Subject: **POLICIES AND GUIDELINES ON THE USE OF THE ELECTRONIC DAILY TIME RECORD (eDTR) – Workflow Enhancement for Next-Generation Attendance (WENG)**

In compliance to CSC MC 01 s2017, "Reiteration of the Policy on Government Office Hours and the Administrative Offenses of Frequent Unauthorized Absences, Tardiness in reporting of Duty and Loafing from Duty During Office Hours", and in continuance to the established innovative practices of the Division Office to the utilization of a modernized, safe and secured attendance monitoring, this Office through the Information Communications Technology Unit in coordination with the Human Resource Unit hereby implements the automated attendance management system aptly term as Electronic Daily Time Record (eDTR) – Workflow Enhancement for Next-Generation Attendance (**WENG**).

This issuance sets the policies and guidelines regarding the use of electronic device for monitoring the attendance of division-based personnel. Moreover, the implementation of the Electronic Daily Time Record (eDTR) – **Workflow Enhancement for Next-Generation Attendance (WENG)** will ensure accurate, secure and responsive attendance management system.

This memorandum shall take effect immediately after its approval.

Immediate and widest dissemination of the contents of this memorandum is desired.


DR. ROWENA C. BANZON, CESO V
 Schools Division Superintendent



Address: Burgos St., Poblacion Oeste, Dagupan City
 Telephone: (075) 653-4101
 Website: depeddagupan.com
 email: dagupan.city@deped.gov.ph



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REGION I

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Enclosure to Division Memorandum No. 322 s2024

POLICIES AND GUIDELINES ON THE USE OF THE ELECTRONIC DAILY TIME RECORD (eDTR) – Workflow Enhancement for Next-Generation Attendance (WENG)

I. Purpose

In relation to CSC MC 01 s2017, "Reiteration of the Policy on Government Office Hours and the Administrative Offenses of Frequent Unauthorized Absences, Tardiness in reporting of Duty and Loafing from Duty During Office Hours", and in continuance to the established innovative practices of the Division Office to the utilization of a modernized, safe and secured attendance monitoring through the Electronic Daily Time Record (eDTR) – **Workflow Enhancement for Next-Generation Attendance (WENG)**.

This system aims to fully digitize the attendance system of the division optimizing the use of human resource. This issuance sets the policies and guidelines regarding the use of an automated biometric device for recording and monitoring daily time attendance of the division-based personnel.

II. Scope

This policy and guidelines shall apply to all Non-Teaching and Teaching-Related personnel of Schools Division Office – Dagupan City who are mandated to record their attendance using the eDTR.

III. Policies and Guidelines

Use of the eDTR Device:

The eDTR of the SDO Dagupan City is a unique Two-Factor Authenticated System. All Non-Teaching and Teaching-Related personnel of Schools Division Office – Dagupan City shall use the eDTR to record attendance upon entering and exiting the premises. The eDTR device will require a Radio Frequency Identification (RFID) initialization by tapping or placing the employees ID and then the scanning of registered biometric identifier, fingerprint.



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Telephone: (075) 653-4101
Website: depeddagupan.com
email: dagupan.city@deped.gov.ph



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Enrollment Process

The enrollment process for the use of eDTR starts from the data capture of information, processing and printing of RFID and registration of biometric identifier.

The Information Communications Technology Unit is in charge in data capture of information, prescribed images, processing and RFID and biometric identifier registration.

The Human Resource Unit shall take charge in providing information pertaining to applied working time of each personnel.

Updating of Records in the eDTR database

Employees who will request for an update on their information, data and images in the eDTR, must submit a formal request including supporting documents to the Head of the Agency or the Administrative Office. Only authorized HR/IT personnel is allowed to access the database for updating.

Attendance Recording

Personnel shall place the registered RFID on the RFID scanner and once verified, shall place the registered biometric identifier on the biometric scanner. For RFID tapping as the only means for recording the attendance, exemption in the biometric scanner may be authorized by the Head of the Agency.

Reproduction of RFID

For the reproduction of RFID in case of loss, the employee must inform and report to the Administrative Officer V for documentation and submit a request form to the ICT Unit for a reproduction of RFID. Reprinting of a second copy of said RFID is subject to the availability of materials.



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Printing of Form-48

Generation of the prescribed Form-48 shall be made by the ICT Unit every 1st week of the month and will be submitted to Records Unit for distribution. Request of a second or a soft copy of said Form-48 may be requested from the HR Unit.

Timeliness

Attendance shall be recorded promptly and conscientiously upon entering or leaving the office premises. Any attempt to record attendance for another person is strictly prohibited.

Contingency

In the event of technical issues with the eDTR device the ICT Unit shall immediately inform the Head of the Agency and alternative method of attendance recording such as the use of logbook may be used.

Attendance Corrections

Any discrepancies in the recorded attendance shall be reported to the Administrative Office or the ICT Unit for proactive measures within 5 days.

Confidentiality and Data Privacy

All collected data, information and captured images will be in compliance to the Republic Act 10173 Data Privacy Act of 2012.

Compliance

Failure to comply with the set policies and guidelines herein mention shall be a cause to disciplinary measures in accordance with existing statutory and regulatory policies.



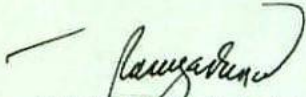
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IV. Implementation

These policies and guidelines shall take effect immediately after its approval. All personnel shall fully adhere to the set policies and guidelines to ensure the successful implementation of a modernized, safe and secured attendance monitoring through the Electronic Daily Time Record (eDTR) – **Workflow Enhancement for Next-Generation Attendance (WENG)**.


DR. ROWENA C. BANZON, CESO V
Schools Division Superintendent 