



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

November 20, 2023

DIVISION MEMORANDUM
No. 261, s. 2023

**PRIORITIZATION OF DECEMBER MOOE FOR BIOMETRICS SYSTEM
IMPLEMENTATION**

TO : Elementary and Secondary School Heads

This is to address a critical issue regarding our ongoing efforts to enhance efficiency and monitor employees' attendance in our schools. We have noticed that some schools have not yet adopted the biometrics system as a daily log for employee attendance. As part of our commitment to improving accountability and efficiency, we are mandating all schools to have this system in place.

In light of this, we are instructing those schools that have not yet implemented the biometrics system to prioritize their December Maintenance and Other Operating Expenses (MOOE) for the purchase of the necessary biometrics machines. This is a crucial investment that will significantly improve our daily operations, ensuring accurate attendance tracking and monitoring of all school employees, thereby enhancing the security of our schools. We expect the purchase and installation of these machines to be completed by the end of December 2023. This will allow for the implementation of the biometrics system to begin from the start of the new academic year in January 2024.

We understand that this is a significant change and we appreciate your cooperation in this matter. Thank you for your continued commitment in improving our school systems.

For information, dissemination, guidance and compliance.


WILLIAM E. GANDO, CESO VI
Schools Division Superintendent



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