



CENTRAL LUZON STATE UNIVERSITY

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Office of the University President

Memorandum No. 05-08-2017 (02)

To: ALL FACULTY AND STAFF

Thru: 4VPs Deans, Directors and Unit Heads

From: The University President

Subject: GUIDELINES IN THE IMPLEMENTATION OF THE BIOMETRIC MONITORING SYSTEM (BMS)

Date: May 8, 2017

The subject guidelines is hereto promulgated pursuant to Section 2 of R.A. 6713, otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees", Rule XVII of the Omnibus Rules Implementing Book V of EO No. 292, and all pertinent laws and issuances concerning government work hours.

Appropriate sanctions and penalties shall be imposed in cases of violations thereof so your strict adherence is highly enjoined.

This shall take effect immediately.


TERESO A. ABELLA
University President

Cc: Records

GUIDELINES IN THE IMPLEMENTATION OF THE BIOMETRIC MONITORING SYSTEM (BMS)

1. RATIONALE

The Central Luzon State University in compliance to Section 2 of R.A. 6713, otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees", Rule XVII of the Omnibus Rules Implementing Book V of EO No. 292, and all pertinent laws and issuances concerning government work hours included the installation of Biometric Monitoring System (BMS) machines in its Operational Plan to keep track on the presence and timeliness of service providers, thereby promoting each employee's availability and promptness to respond to the call of duty as a public servant.

Initially, 20 machines were procured and installed in strategic and accessible areas of the campus to cater to more than 900 regular faculty and staff of the university. Data generated from the machines shall be used primarily for the monitoring of attendance and absences including tardiness and instances of loafing.

Once all the buildings within the campus have been interconnected via fiber optics, the BMS machines shall be directly linked to the Human Resource Management Office (HRMO) for better management of the system.

2. PURPOSES

- 2.1 Ensure the effective enforcement and strict observance of Civil Service Laws and Rules pertaining to office hours, attendance, and punctuality;
- 2.2 Prescribe policies and guidelines on the effective implementation and monitoring of the use of the computerized Biometric Monitoring System (BMS) machines;
- 2.3 Implement the use of BMS machines in the recording and monitoring of attendance; and
- 2.4 Provide a fraud-free capture of the employees' time record using fingerprint.

3. GUIDELINES

- 3.1 Each BMS machine shall be maintained by an assigned personnel who shall upload, print and disseminate the Daily Time Records (DTR) of the employees.
- 3.2 Employees shall scan any two (2) fingers to register their identity to the BMS machine. This gives employees an option to use another finger in case one is injured or cut.

- 3.3 All employees shall mark their arrival and departure time in the BMS machines except for the key members of the administration as defined in Article 24, Section 1 of the University Code.
- 3.4 Teaching and non-teaching personnel must put in at least 8 hours per day for five (5) days per week.
- 3.5 For non-teaching personnel performing administrative work, the official time is from 8:00 AM to 5:00 PM with one (1) hour for lunch break from 12:00 PM to 1:00 PM.
- 3.6 For faculty members with classes at 7:00 AM, the official time is from 7:00 AM until 4:00 PM with one (1) hour for lunch break.
- 3.7 Faculty members are required to report/stay in their respective departments during their vacant time if their aggregate actual contact hours for a particular day is less than 8 hours.
- 3.8 All employees shall input their attendance four times (twice in the morning and twice in the afternoon). Flexi-time shall only be recognized if duly approved by the University President.
- 3.9 To ensure that the BMS machines are accessible from 6:00 AM to 8:00 PM, janitors who are in-charge of buildings where a BMS machine is installed shall report from 6:00 AM to 10:00 AM and 4:00 PM to 8:00 PM.
- 3.10 Except for those who are exempted from using the BMS machines, all employees shall refrain from manually writing their record of time-in and time-out on their DTRs. As a control mechanism, ONLY FIVE (5) of manually-written entries of time-in or time-out shall be allowed per DTR.
- 3.11 Employees required to appear in other government offices on official business shall submit proof of attendance and/or participation such as Certificate of Appearance issued by the concerned government agency.
- 3.12 Officially-designated drivers/messengers required to perform duty outside their place of assignment shall attach an approved itinerary of travel upon submission of their DTRs.
- 3.13 The maintenance of an Attendance Logbook shall be enforced in every office for validation purposes.
- 3.14 Two (2) copies of duly accomplished and signed DTRs shall be submitted to the HRMO within ten (10) days following the end of each month. Non-submission of the said document within the prescribed period shall be a valid reason to withhold the salary of the employee concerned.
- 3.15 No changes/updates/encoding shall be made on the DTR generated thru the BMS unless supported by documentary requirements. Tampering with the entries shall be dealt with accordingly.

- 3.16 All issues regarding the BMS system shall be reported to the IT Personnel in charge of the BMS machine.

4. RESPONSIBILITIES

4.1 BMS-in-Charge

- 4.1.1 Enrol/register employees in their respective areas of assignment.
- 4.1.2 Generate the DTRs based on the raw data of the time logs in the BMS machine and submit the same to the concerned unit/department not later than the second working day after the 15th and 30th day of the current month for their verification and signature.
- 4.1.3 Consolidate and transmit the duly-signed DTRs together with the required attachments to the HRMO not later than two (2) working days after receipt.
- 4.1.4 Secure the BMS machine and coordinate with the IT Personnel-in-Charge for technical concerns.

4.2 HRMO

- 4.2.1 Post the generated data from the DTRs to the employee leave card and payroll.
- 4.2.2 Submit quarterly report on attendance and tardiness to the Office of the University President.

4.3 DU Head

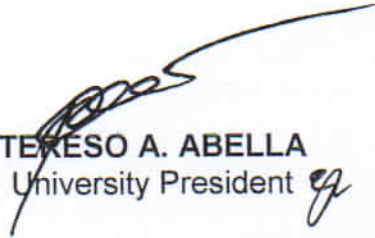
- 4.3.1 Review the generated DTR and validate the entries using the Attendance Logbook.
- 4.3.2 Require the concerned employee to submit documents in cases there are no entries in the generated DTR.
- 4.3.3 Sign the generated DTR and countersign all data which were manually written by the concerned employee when duly supported by relevant documents.

4.4 IT Personnel-In-Charge

- 4.4.1 Take charge of all technical concerns in the operation and maintenance of the BMS machine.
- 4.4.2 Report to the HRMO all matters concerning the BMS.

5. EFFECTIVITY

The use of the BMS machine in recording the attendance of all CLSU employees shall take effect on the first working day of May 2017.


TERESO A. ABELLA
University President