



Malasakitang Agrikultura,
Mamamag na Teknolohiya

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL RESEARCH
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Ref. No. 2024-131
July 5, 2024

MEMORANDUM FROM THE DIRECTOR

TO : ALL DA-BAR EMPLOYEES

SUBJECT : DATA CAPTURING FOR ADDITIONAL BIOMETRIC ATTENDANCE MACHINES

In view of the installation of additional biometric attendance machines within the bureau, all DA-BAR employees are requested to complete the re-registration of their individual fingerprints for the said attendance monitoring device.

To assist you in the process, a contact person from KMISD-IMS will visit each office to register each employee, based on the attached schedule for re-registration and time slot. It is important that you follow the schedule to facilitate the data capturing for the additional biometric machines.

For employees who will be on official travel on their scheduled dates, they may directly proceed to KMISD-IMS office to register upon their return to office.

For your guidance and compliance.


JUNEL B. SORIANO, PhD *JSW*



Date	Division/Unit	Time	Contact Person
July 8, 2024	AFD-HRMU	9:00- 9:30 AM	Jems Rey Soto
	AFD- TMSU	9:30 AM- 10:30 AM	
	AFD- RU	10:30 AM- 11:00 AM	
	AFD- BMSGUSU	11:00 AM -11:30 AM	
	AFD- PU	11:30 AM-12:00 NN	
	OAD	1:00 PM-1:30 PM	
	AFD- PSU	1:30 PM- 2:00 PM	
	AFD-CU	2:00 PM-2:30 PM	
	AFD-BU	2:30 PM- 3:00 PM	
	AFD-AU	3:00 PM-4:00 PM	
July 9, 2024	OD	9:00- 9:30 AM	John Paul Osorio
	AFD- AU (COA)	9:30 AM- 10:00 AM	
	PMELD	10:00 AM-12:00 NN	
	PDD	1:00 PM- 3:00 PM	Mayrene Gail Dela Cruz
	PMU	3:00 PM- 3:30 PM	
	KMISD	3:30 PM- 5:00 PM	