



REPUBLIC OF THE PHILIPPINES
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Ref. No. 2024-204
October 9, 2024

MEMORANDUM FROM THE DIRECTOR

TO : ALL DA-BAR EMPLOYEES

SUBJECT : USE OF NEW BIOMETRICS MACHINE DURING NOON BREAK

In the interest of service and in order to streamline the attendance monitoring process, all DA-BAR employees are enjoined to use the newly-installed biometric capture machines located at the **3rd Floor Main Building (near PDD), Multipurpose R&D Center Building (near TMSU/HRMU)** or the **DA-BAR Lobby beginning October 15, 2024.**

The newly-installed biometric capture machines located at the 3rd floor of the main building and R&D center building shall only be available for employee log-ins and log-outs **from 12:00 PM to 1:00 PM from Monday to Friday.** Meanwhile, the biometric capture machine *at the DA-BAR Lobby shall continue to operate as usual, allowing employees to log in and out during regular office hours, from 8:00 AM to 5:00 PM, Monday to Friday, ensuring that everyone has access and for attendance monitoring purposes.*

For your information and compliance.


JUNEL B. SORIANO, PhD