



Republic of the Philippines  
**UNIVERSITY OF SOUTHEASTERN PHILIPPINES**  
Obrero, Davao City 8000, Philippines

**MEMORANDUM CIRCULAR NO. 02, s. 2014**

March 31, 2014

TO : All Faculty Members of the University

THRU : Vice Presidents  
Chancellor, Tagum-Mabini Campus  
All Deans  
Head, Human Resource Development Division  
President, USEP Faculty Federation

SUBJECT : Operating Guidelines of the University of Southeastern Philippines  
on the Use of Biometrics for Recording the Attendance of  
Faculty's Official Working Hours

**1.0 DECLARATION OF POLICY**

The provisions of these operating guidelines on the use of biometrics for recording of attendance, consistent with the Philippine Standard Time Act (RA 10535), are in line with the Government's commitment to good governance and its effort to adhere to the principle of transparency, accountability, and efficiency, in the performance of state employees' duties and other official functions, and the University's Vision, Mission, and Goals including all its issuances. It is the policy of the Government that official working hours possess integrity, and substantive verifiability in the recording of time of arrival and time of exit within the prescribed time to log-in and log-out using appropriate time keeping device.

**2.0 GOVERNING PRINCIPLES ON THE USE OF BIOMETRICS**

The recording of Faculty attendance using biometrics shall be governed by these principles:

Section 1. High standard of ethics in public service pursuant to RA 6713 (Code of Conduct and Ethical standards for Public Officials and Employees) must be maintained and upheld; and that public officials and employees shall at all times be accountable to the people and shall discharge their duties with utmost responsibility, integrity, competence and loyalty, act with patriotism and justice, lead modest lives, and uphold public interest over personal interest.

Section 2. Integrity of Daily Time Record as public record must stand public scrutiny and verification of duly constituted authorities and other appropriate bodies of the government.

Section 3. Accountability of public officials in doing official functions within government time being accounted for in the discharge of their duties, tasks, and responsibilities shall at all times be answerable.

Section 4. USeP core values of Unity, Stewardship, Excellence, and Professionalism must be adhered to, and the officials and employees must be imbued with a high sense of public service morality who consider their positions as sacred trust and not as means for attainment of power and wealth.

### **3.0 SCOPE AND COVERAGE**

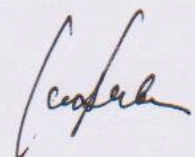
Section 5. The coverage of these operating guidelines includes all faculty of the University of Southeastern Philippines occupying permanent, temporary, part-time both assigned in the day and evening programs, senior lecturer, visiting professor, and professorial lecturer positions, including all those with designations.

### **4.0 DEFINITION OF TERMS**

As used in these operating guidelines, the following terms refer to:

Section 6. Faculty refers to all faculty members of the University of Southeastern Philippines occupying permanent, temporary, part-time both assigned in the day and evening programs, senior lecturer, visiting professor, and professorial lecturer positions, including all those with designations.

Section 7. Verification refers to a mechanism of the verifying authority from which the time indicated is verified and true record of time of arrival and departure.

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Section 8. Integrity refers to the compliance with the verification mechanism in the establishment of verified and true record of time of arrival and departure.

Section 9. Flexibility refers to the variability in the allocation of time in the performance of the faculty's tasks, responsibilities, and other official functions as mandated by RA 8292, Batas Pambansa Blg. 12 (USEP Charter), and other issuances like the University Faculty Manual approved by BOR Res. Number 0225, s.2012.

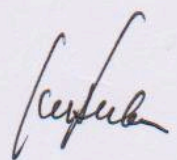
## **5.0 OPERATING PROCEDURES**

Section 10. As employees in the government service, all regular members of the faculty and staff of the University are required under existing laws to render duty for a minimum of forty (40) hours per week spread from Monday to Saturday depending on their assigned number of loads and in accordance with a time schedule to be approved by the University President or by his/her designated authority. The prescribed working hours of each faculty member shall be reflected in the Dean's Report of Faculty Teaching Load prepared every beginning of semester. In no case shall the aggregate working hours be below forty (40) per week.

Section 11. Every faculty member assigned in academic units shall record his/ her time of service by the use of biometric machine which is provided by the College/Institute/Department every time upon arrival in his/ her respective workstations and upon departure from office. In case the faculty or official attends a conference where he/she is constrained to log-in and log-out in the biometrics due to the continuous nature of the said conference, such as, administrative council meeting, university council meeting, and other official meetings called by duly constituted university officials, he/she is exempted to log-in and log-out, provided a proof of attendance to said meetings is attached in the DTR, and upon submission of DTR with biometric machine output, the concerned faculty or official shall put the time entry by hand. For cases when faculty and officials attend seminars, workshops, and other forums with a period of at least one day, a certificate of appearance shall suffice.

The duly accomplished Daily Time Record must be submitted, through the Dean or Director, to the Human Resource and Management Office not later than five (5) working days after the end of the given month. Non-regular members of the faculty shall also accomplish the Daily Time Record of the actual teaching hours rendered as basis for their payment.

Section 12. Faculty entries on biometrics Daily Time Record must cover Monday to Friday; including those with undergraduate classes on Saturdays/Sundays as



approved by the Vice President for Academic Affairs; and for those faculty who have teaching loads in the graduate programs.

Section 13. A faculty with more than 18 units of teaching load should extend services beyond the 40 hours per week requirement to satisfy the required number of hours of extra services.

Section 14. In case of failure to log in and out, the faculty concerned must provide justification to his/her immediate supervisor to be approved by the head of unit.

Section 15. Every manual entry shall be properly initialed by the head of unit.

Section 16. In case of machine failure, the guard on duty will be at the main gate to record the exact arrival/departure of the faculty.

Section 17. Those who have official travel are exempted from logging in and/or out using the biometrics provided proof(s) of travel is/are presented.

Section 18. Every building or college shall be provided with a biometrics unit. All units should be provided with sufficient protection.

Section 19. Log-in upon entry in the morning and log-out and log-in in midday/noon break, and log-out upon exit in the afternoon/evening; for those with evening/special classes, faculty must log-in before the first class and log-out after the last class.

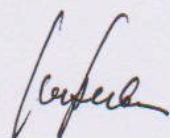
Section 20. Each college shall provide a monitoring logbook to record off campus transactions within office hours with the approval of the head of unit indicating the time out and/or time of return.

Section 21. All faculty members are allowed to conduct make-up classes provided: a) they fill-up the prescribed form and attach the attendance sheet of the students during the time of make-up class; b) time of make-up class must appear in the biometrics print-out.

Section 22. For part-time faculty, creditable service hours shall be based on faculty load, except for make-up classes.

Section 23. For administration, print-out should be provided for every faculty a day after the last day of the month.

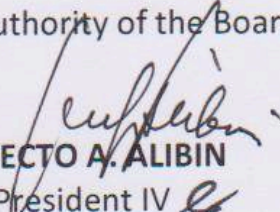
Section 24. For external campuses, internal control for verification of number of hours shall be done in the office of the administrative officers.

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## 6.0 EFFECTIVITY

These operating guidelines, approved by the Board of Regents per BOR Resolution No. 30, s. 2014, shall take effect after 15-day posting in the conspicuous places of the University campuses and on the USeP website.

By Authority of the Board:



**PERFECTO A. ALIBIN**

SUC President IV

