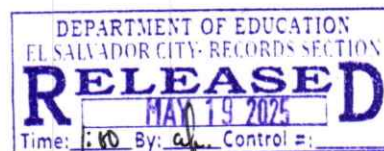




Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



May 14, 2025

DIVISION MEMORANDUM
No. 156, s. 2025

**BIOMETRIC REGISTRATION FOR ALL PERSONNEL UNDER THE OFFICE
OF THE SCHOOLS DIVISION SUPERINTENDENT (OSDS) AND SCHOOL-
BASED NON-TEACHING PERSONNEL HANDLING CLUSTERED SCHOOLS**

To: **Assistant Schools Division Superintendent**
Section Heads
Public Elementary and Secondary School Heads
All Division and School-based Non-teaching Personnel
All Others Concerned
This Division

1. This memorandum serves to provide further directives regarding the implementation of Division Memorandum No. 144, s. 2025, concerning the Biometric Registration of SGOD and CID personnel.

2. Specifically, this directive extends the biometric registration requirement to include:

2.1 OSDS Personnel: All Office of the Schools Division Superintendent personnel are hereby directed to register on the biometric machine at all schools.

2.2 School-Based Non-Teaching Personnel Handling Clustered Schools: All school-based non-teaching personnel who are assigned responsibilities across multiple clustered schools are directed to register on the biometric machine of *all* schools within their assigned cluster(s) for attendance audit purposes.

3. The deadline for the completion of this biometric registration for OSDS and school-based non-teaching personnel is **on or before May 30, 2025**.

4. Furthermore, please be reminded of the following:

4.1 Non-Compliance: All personnel who fail to register on the biometric machine(s) by the aforementioned deadline are required to submit a letter explaining their non-compliance. This letter must be addressed to the Assistant Schools Division Superintendent.



Address: Zone 3, Poblacion, El Salvador City
Telephone No: (088) 855-0113
Website: www.depedelsalvadorcity.net
Email Address: elsalvador.city@deped.gov.ph

**Transforming Schools,
Forging Partners**





Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

4.2 Inquiries and Scheduling: For any inquiries or to schedule registration, please contact the Division IT Officer, Ms. Sherrie Dungog, via email at sherrie.dungog@deped.gov.ph or by phone at 09177154632.

5. This memorandum adheres to the Equal Opportunity Principle wherein there is no discrimination on the account of age, gender, identity, sexual orientation, civil Status, disability, religion, ethnicity, or political affiliation.

6. For information, guidance, and compliance.


RANDOLPH B. TORTOLA
Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects:

Information and Communication Technology
Attendance
Policy

Acctg/mbj



Address: Zone 3, Poblacion, El Salvador City
Telephone No: (088) 855-0113
Website: www.depedelsalvadorcity.net
Email Address: elsalvador.city@deped.gov.ph

**Transforming Schools,
Forging Partners**

