



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division
Superintendent

October 18, 2022

OFFICE MEMORANDUM
NO. **055**, s. 2022

**Implementation of the Barcode/Web-Based
Attendance Capturing System for SDO Personnel**

TO: *Assistant Schools Division Superintendent
Chiefs, SGOD/CID
Education Program Supervisors
Section/Unit Heads
All Others Concerned*

1. With the intention to successfully manage its workforce by offering a secure platform for tracking employee attendance that offers precise data, especially in the DTR reporting, this office announces the implementation of the Employee Information System for Daily Time Record (EIS-DTR) effective the day after the publishing of this Memorandum.
2. As originally planned, the EIS-DTR system makes use of facial recognition devices to capture personnel attendance. However, since these devices are not available yet, the Barcode/Web-Based Attendance Capturing System, in the meantime, will be implemented to capture personnel attendance. *(See Annex A for the guidelines.)*
3. For information, guidance, and compliance.


BIANITO A. DAGATAN EdD, CESO V
Schools Division Superintendent 



Barcode/Web-Based Attendance Capturing System Guidelines

Policy

The Barcode/Web-Based Attendance System is only temporary pending arrival of the facial recognition devices as originally planned based on the EIS-DTR system requirements. Once these devices will become available, a new set of guidelines will be issued.

Clock-In/Out Mechanisms

1. All first level and second level personnel shall, always, clock in/out through the following mechanisms:
 - a. Morning Clock-In and Afternoon Clock-Out, the Barcode-based Attendance Capturing System (BACS) shall be used.
 - b. Morning Clock-Out and Afternoon Clock-In, the Web-based Attendance Capturing System (WACS) shall be used.
2. The BACS will be installed in the building entrance while the WACS can be accessed via <http://192.168.69.2> using office computers (connected to the SDO Bohol LAN; third floor computers excluded) or your mobile phones (connected to the SDO Bohol wireless network).
3. Using the BACS will require the personnel to swipe/scan their SDO-issued ID with barcode or the HR-issued barcode slips (serves as backup in case the former will not work). The WACS on the other hand will require the personnel to input their respective DepEd employee numbers or using the numbers printed on the HR-issued barcode slip for COS personnel.
4. The SDO-issued ID with barcodes, whether old or new, should still be compatible with the system for as long as the barcode prints are still visible.
5. If during the scan, it shows Time In and it is supposed to be the otherwise, then you need to clock-in/out again to reflect the right state or vice versa. It is important that you are on the right state (i.e., Time In or Time Out).

Clock-In/Out Policy

Personnel Type	Clock-In Times	Clock-Out Times
Frontline Personnel	- Before 8:00AM - Before 1:00PM	- After 12:00NN - After 5:00PM
Non-Frontline Personnel	Scheduled to work at 7:00AM - Before 7:00AM (morning) - Before 12:00NN or 1:00PM (afternoon)	Scheduled to work at 7:00AM - After 11:00AM or 12:00NN (morning) - After 4:00PM or 5:00PM (afternoon)
	Scheduled to work at 9:00AM - Before 9:00AM (morning) - Before 12:00NN or 1:00PM (afternoon)	Scheduled to work at 9:00AM - After 12:00NN or 1:00PM (morning) - After 5:00PM or 6:00PM (afternoon)

