



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Schools Division of Bohol

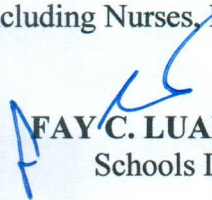
**Office of the Schools  
Division Superintendent**

**January 8, 2026**

**OFFICE MEMORANDUM**

No. 2 s. 2026

TO : All SDO Proper Personnel  
Including Nurses, Dentists, and Dental Aides assigned in Schools

FROM :  **FAY C. LUAREZ EdD, PhD.T.M., CESO VI**  
Schools Division Superintendent

DATE : January 8, 2026

SUBJECT : **Mandatory Enrollment to Biometric Machine in Connection with HRMIS Implementation**

In line with the implementation of the Human Resource Management Information System (HRMIS), this pilot implementation is for all SDO Proper personnel only, including Nurses, Dentists, and Dental Aides are hereby directed to enroll in the biometric machine through the ICT Office.

Since medical personnel are assigned to different schools, district offices are also required to register with the biometric machine at their assigned stations, in addition to the SDO biometric system.

This activity is necessary to ensure that all personnel in SDO proper are properly enrolled in the system for accurate attendance monitoring and leave processing.

Please be informed that effective **January 16, 2026**, all leave applications shall be processed **exclusively through the HRMIS system**. Consequently, **no hard copy of leave applications shall be accepted starting on said date**.

Further no manual or ballpen entries in Form 48 shall be allowed on a monthly basis due to non-enrollment in the school's biometric machine.

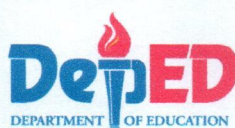
An orientation for all Section Heads together with 2-alternate personnel per section will be conducted on **Monday, January 12, 2026, at 1:00 PM** at the SDO Conference Room.

All concerned personnel are advised to comply promptly to avoid any inconvenience in the processing of attendance and leave-related transactions.

For guidance and assistance, you may coordinate directly with the ICT Office.

Strict compliance is hereby enjoined.

FCL/EAO/fma



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