



VISAYAS
STATE UNIVERSITY

**Office of the Vice President for
Administration and Finance**

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MEMORANDUM NO. 13

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T O: Ms. EPIFANIA G. TUdTUD

Ms 7/4/18

R E: Enrolment for Biometrics System and Generation of Record of Attendance

Due to the forthcoming CSC audit in August, the university needs to fully implement the use of biometrics as the allowable mode of recording attendance of faculty and staff. As such, you are hereby directed to finish enrolling all faculty and staff not later than July 13, 2018. We need to start generating the Daily Time Records (DTRs) of faculty and staff for the month of July to be ready for validation by the CSC accreditors.

Thereon, you are hereby assigned to manage the biometrics recording system and directed to ensure its continuous implementation. Starting the month of August, only biometrics-generated record of attendance shall be accepted in lieu of Daily Time Record for staff and in lieu of Certificate of Service Rendered for the faculty members.

Please be guided accordingly.

REMBERTO A. PATINDOL

Vice President for Administration and Finance

Cc: PRPEO