



VISAYAS
STATE UNIVERSITY

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MEMORANDUM NO. 44
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T O : College Deans, Center Directors, Department/Office/Unit Heads
R E : Utilization of Biometric Time Recording (BTR) System for Attendance Monitoring

The Visayas State University (VSU) Main Campus have acquired Biometric Time Recording (BTR) Units for attendance monitoring. The use of the BTR system is encouraged by the Civil Service Commission to accurately monitor the attendance of all government employees. In this connection, please be informed that starting September 5, 2017 staff from the University Computer Center (UCC) will be going around the different buildings to install the BTR units. Please identify the best location of the BTR units in your buildings considering its security and accessibility to all employees.

The following needs to be prepared for the installation of the BTR Units:

1. Location of the BTR units.
2. Identification of staff who will take charge of encoding time schedules of faculty and staff, checking, downloading attendance logs and printing of DTR.
3. Listing of individual schedule for employees who does not follow the standard reporting government hours, i.e. utility workers on flexi time and faculty who have classes before 8:00 a.m. and after 5:00 pm.

After all these preparations and installation of the BTR units, staff from Personnel Records and Performance Evaluation Office (PRPEO) will go around the different offices for the enrollment of fingerprints of all staff.

Guidelines and Policies on the Utilization of the BTR system is being finalized for approval prior to its implementation.

Your cooperation is highly appreciated.

A handwritten signature in black ink, appearing to read 'Remberto A. Patindol'.

REMBERTO A. PATINDOL

Vice President for Administration and Finance