



VISAYAS
STATE UNIVERSITY

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

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MEMORANDUM NO. 14

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T O: ALL Faculty & Staff

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 enroll 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.

Starting the month of August, only biometrics-generated record of attendance shall be accepted in lieu of the Daily Time Record for staff and the Certificate of Service Rendered for faculty members.

Manual encoding in the machine will still be allowed in case of brown outs and other reasons as allowable in the procedures upon presentation of the prescribed request for manual encoding duly approved by the Vice President for Administration and Finance. Submission of Certificate of Service Rendered only by the faculty will no longer be accepted as evidence of rendition of actual service, said document being not officially allowed by CSC per its previous auditing findings.

Please be guided accordingly.

REMBERTO A. PATINDOL

Vice President for Administration and Finance

Cc: PRPEO

VSU's Vision:

A globally competitive university for science, technology, and environmental conservation.

VSU's Mission:

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.