



August 17, 2022

MEMORANDUM CIRCULAR NO. 4

Series of 2022

T O: ALL CENTER/INSTITUTE/COLLEGE/DEPARTMENT/OFFICE/UNIT HEADS.
**R E: REORIENTATION OF THE ELECTRONIC DAILY ATTENDANCE TRACKING
SYSTEM (eDATS)**

This is to reiterate the mandatory implementation using the Electronic Daily Attendance Tracking System (eDATS).

With this regard, the Office of the Director for Human Resource Management together with the MIS team will conduct a refresher Orientation of the Electronic Daily Attendance Tracking Systems role and functionalities, on August 19, 2022; 1:30 pm via Zoom.

Join Zoom Meeting

<https://vsu-edu-ph.zoom.us/j/94639247869?pwd=MnFqUFZEWU9OZjBD0G1KajhHOEV4QT09>

Meeting ID: 946 3924 7869

Passcode: 880044

For queries, you can contact the Management Information System (MIS) Office using VOIP number: 1096 or send an email at hris.admin@vsu.edu.ph.

For information and guidance.

DANIEL LESLIE S. TAN

Vice President for Administration and Finance