



February 28, 2020

MEMORANDUM CIRCULAR NO. 03
Series of 2020

T O: ALL Office/Unit Heads

**R E: Human Resource Management Information Systems (HRMIS) Presentation
and Orientation of the Electronic Daily Attendance Tracking System (eDATS).**

The university has finished the Development of the Daily Attendance Tracking System (eDATS) that can be accessed online. Please be informed that there will be a Training on the introduction, functionality and flow of the online system consist of the following:

1. Daily Attendance (time in/out)
2. Overtime
3. Leave (Balance / Credits / Application etc.)
4. Holidays (holiday / suspension)
5. Work Schedule (Staff / Faculty)
6. Reports

This is held on March 02, 2020 (Monday), 9:00 a.m. at the Center for Continuing Education (CCE) First Floor.

Each Department, office and unit may send 1 participant to attend the orientation. Please bring a USB Flash drive to store a copy of the eDATS manual.

We need your full cooperation. Attendance is highly requested.

REMBERTO A. PATINDOL

Vice President for Administration & Finance