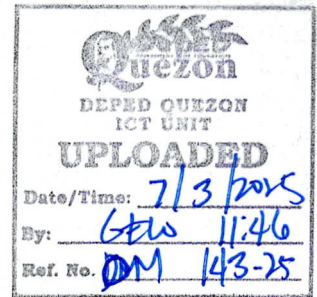




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



02 July 2025

**OFFICE MEMORANDUM**  
DM No. 143, s. 2025

**NOTICE ON THE USE OF INSTALLED ELECTRONIC BIOMETRICS  
FOR SECOND-LEVEL OFFICES**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Section Heads  
All Others Concerned


Through the initiative of the **Committee on Senior Citizens and PWD** under **DepEd Quezon**, in coordination with the **Personnel Section**, a total of **four (4) electronic biometric units** have been installed to service the offices located on the **second level of the building**, namely:

- Budget and Legal Section
- Accounting and Cashier Section
- SDS and ASDS Offices
- Curriculum and Instruction Division (CID)

These installations aim to provide accessible and convenient biometric logging, particularly beneficial to the personnel assigned in the said offices.

Effective **July 7, 2025 (Monday)**, all concerned personnel are required to log their time in and out using only the biometric unit assigned to their office. This implementation follows the completion of the installation and enrollment of users.

For the information and compliance of all concerned, immediate dissemination of this Memorandum is desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

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