



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

INTER-OFFICE MEMORANDUM
ADMIN-IM-2020- 003

TO : DIVISION OFFICE PERSONNEL
JOB ORDER PERSONNEL

FROM : JOSEPH IRWIN A. LAGURA PhD *[Signature]*
Schools Division Superintendent
Office of the Schools Division Superintendent

SUBJECT : TEMPORARY SUSPENSION ON THE USE OF BIOMETRICS

DATE : March 16, 2020

1. As part of the precautionary measures to avoid easy transmission or spread of the COVID-19, this Office hereby orders to temporarily suspend the use of biometrics in our Office effective today, March 16, 2020.
2. In the meantime, all Division Office employees are to use the ready-made Form 48 and manually log-in and out in the Log Sheet.
3. For information, guidance and compliance of all concerned.

JIAL/MKP/ADMIN/atm



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