



Republic of the Philippines  
**Department of Education**  
Region IV-A (CALABARZON)  
**Division of Cavite**  
Trece Martires City, Cavite



Certificate Number: AJA17-0083

July 18, 2018

**DIVISION MEMORANDUM**  
**NO. 203, s. 2018**

## **GUIDELINES ON THE NEW PROCEDURE OF ATTENDANCE MONITORING OF FIELD PERSONNEL**

To: OIC, Assistant Schools Division Superintendent  
OIC, Office of the ASDS  
Chief, Curriculum and Implementation Division  
OIC, Office of SGOD Chief  
All Division Unit and Section Heads  
All Public Schools District Supervisors  
All Elementary and Secondary School Heads  
All Teaching and Non-Teaching Personnel  
All Concerned

1. Pursuant to DepEd Cavite's aim to sustain, empower and innovate quality service delivery, a new system for monitoring the attendance of field personnel will be implemented. Field personnel pertains to all employees who visits public elementary and secondary schools to provide technical assistance to school personnel and/or validate needed information which includes:

- a. Education Program Supervisors
- b. Public School District Supervisors
- c. Medical Officers
- d. Nurses
- e. Engineers
- f. Senior Education Program Specialists
- g. Education Program Specialists
- h. Information Technology Officer
- i. Planning Officer
- j. Project Development Officers
- k. Legal Officer

2. All abovementioned positions are required to download and install on their mobile phones the following applications thru *Playstore* or Google Play *store* *h*

- a. QR Attendance Control
- b. QR Scanner/Reader or Bar Code Scanner



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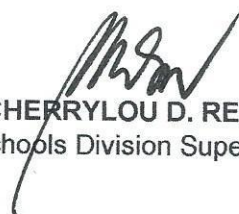
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3. Each public elementary and secondary schools in DepEd Cavite will be provided with QR Codes to be generated monthly by the Division Information Technology Officer. QR codes will be sent thru email via the school's official Gmail accounts. Schools are then requested to print the QR codes and post them on their respective Bulletin Boards.
4. During the visit, field personnel will scan the school's QR code to register the time of arrival. The same procedure is to be followed upon leaving the school. A CSV file can be downloaded from individual phones of field personnel and should be submitted weekly to the respective Administrative Aide/Assistant for record keeping.
5. An Orientation and dry-run of the system is scheduled on **August 13, 2018** after the flag ceremony. Venue will be at Bulwagang Tanglaw.
6. Strict implementation of this memorandum is highly desired.

  
**CHERRYLOU D. REPIA**  
OIC-Schools Division Superintendent