MEMORANDUM

TO : ALL OFFICIALS AND EMPLOYEES

SUBJECT : ATTENDANCE LOGBOOK AND DAILY TIME RECORDS

DATE : 11 January 2011

Pursuant to Item I of POEA Memorandum Order No. 05, dated 14 April 2005 (Attendance) and due to the deficient Time Monitoring System (TMS) or finger scan, the use of logbook per Division and/or Branch level shall be implemented as supplemental record of time-ins /time-outs of the employees.

1. All Divisions/Branches shall maintain an Attendance Logbook to record the time of arrival (In) and departure (Out) of employees including Division Chiefs and Director IIs in the Office;

2. The logbook shall be used as official reference whenever TMS fails to print the employee’s actual record of time-in and time-out;

3. Immediate supervisor/Division Chief/Director II or concerned signatory shall record those who are absent or on Official Business (OB) and affix his/her initials at the last entry for the day;

4. Employees are hereby reminded to check if all handwritten or typewritten entries in the Daily Time Records (DTRs) or Bundy Cards are duly initialed by their supervisors, before submission to the Human Resources Development Division (HRDD);

5. Signed DTRs or Bundy Cards shall be endorsed to the HRD Division within five (5) working days upon receipt. Failure to comply will result to the withholding of employee’s salary.

For strict compliance.

This Order shall take effect immediately.

CARLOS S. CAO, JR.
Administrator