MEMORANDUM ORDER NO. 24
Series of 1997

It has been noted that despite the issuance of the swipe I.D., a number of employees continue to use the Guard’s Logbook at the POEA Lobby in recording their time of arrival and departure to and from the office, particularly, every Mondays. Further, it has been observed that employees who report for work earlier than 7:00 a.m. and/or leave the office very late also use the Guard’s Logbook in recording their time. Please be reminded that the DTR swipe machine is operating twenty-four (24) hours daily and as such, employees can use their swipe I.D. at any given time.

In this regard, please be informed that effective upon issuance of this order, the HRD Division shall only consider the time entries generated from the DTR swipe machine as the official time record of employees. The Guard’s time record logbook at the POEA Lobby and the one being maintained in each unit shall only serve as back-up data in cases where the DTR swipe machine has been officially reported to be malfunctioning.

FELICISIMO O. JOSON, JR.
Administrator

17 September 1997