



Office of the Chancellor
UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center

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31 January 2025

MEMORANDUM NO. CMLT-2025-054

TO : All Concerned UP Manila Personnel

THROUGH : The Deans, Directors, and Heads of Units/Offices

SUBJECT : **Guidelines on the use of the biometrics machine**

Pursuant to Rule XVII of the Omnibus Rules Implementing Book V of Executive Order No. 292 and Other Pertinent Civil Service Laws¹, all UP Manila administrative personnel and Research, Extension and Professional Staff (REPS) whose functions are purely administrative and/or include rendering service to students, whether permanent, temporary, or contractual, including those who were hired under job order (JO)/contract of service (COS), shall use the biometrics machine in recording attendance, effective **01 February 2025**, located in the following areas:

- Joaquin Gonzales Building Lobby
- 8th Floor Central Block Building Lobby
- National Institutes of Health (NIH) Lobby
- College of Arts and Sciences – Rizal Hall
- College of Pharmacy – Valenzuela Hall
- College of Medicine – Calderon Hall



Offices outside UP Manila and PGH premises and personnel assigned in satellite offices shall use bundy cards or other approved means of recording attendance. The use of logbook to record attendance must be maintained in every office, which will serve as basis in case of defective/unavailable biometrics machine.

A maximum of two (2) override requests shall be excused monthly. The unit/college administrative officers are hereby authorized to process override requests in the Daily Time Record System (dtrs.upm.edu.ph).

UP Manila personnel may view and print their attendance record through the DTRS. A copy of the DTRS print out, together with the other attachments (i.e., approved leave application, manual entry, etc.), shall be collated and attached in the Consolidated Report on Attendance by the unit/college administrative officer or assigned staff and shall be submitted to the Human Resource Development Office (HRDO) **every 7th day of the succeeding month** through this link: <https://bit.ly/upmcrafcrasubmission>.

Furthermore, Section 4 of Rule XVII, Omnibus Rules Implementing Book V of Executive Order No. 292 or Government Working Hours, provides that falsification or irregularities in keeping time records will render the guilty officer or employee administratively liable without prejudice to criminal prosecution as the circumstances warrant. Accordingly, falsification and dishonesty are grave offenses punishable by dismissal from the service for the first offense (RRACCS, Sec. 46-A).

For your information, guidance, and strict compliance.


Dr. Michael L. Tee
Professor and Chancellor 

¹ Government Office Hours