



Republic of the Philippines  
Department of Education  
REGION X  
DIVISION OF CAGAYAN DE ORO CITY

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DEP ED-DIVISION OF CAGAYAN DE ORO CITY  
CAGAYAN DE ORO CITY  
**RELEASED**  
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April 11, 2022

Division Memorandum  
No. s. 2022

**BIOMETRICS LOG OF DIVISION PERSONNEL DURING FIELD MONITORING**

To: Education Program Supervisors/Coordinators  
Public Schools District Supervisors

1. In order to streamline all monitoring activities of Division personnel, you are hereby directed to log in the Biometric Machine of the Division Office before proceeding to the field for monitoring activities.
2. Further, you are expected to log out in the afternoon after the conduct of the monitoring activities.
3. Hence, logging in and out in the Time In Time Out System (TITOS) will not be honored during monitoring activities.
4. For guidance and strict compliance.

  
**CHERRY MAE LIMBACO-REYES, Ph.D. CESO V**  
Schools Division Superintendent

