

2018.03-011



Republic of the Philippines  
Department of Finance  
**BUREAU OF CUSTOMS**  
1099 Manila

*Pape*  
MASTER COPY

**MEMORANDUM**

**TO :** ALL BOC CONTRACTS OF SERVICE

**FROM :** *F. Rosales*  
**GLADYS F. ROSALES, MPA, CESE**  
Deputy Commissioner  
Internal Administration Group (IAG)

**SUBJECT :** REITERATION ON MONTHLY SUBMISSION OF  
DAILY TIME RECORD (DTR) OF CONTRACT OF SERVICE

**DATE :** March 2, 2018

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1. Unnumbered Memoranda dated February 11, 2016, requires all persons under Contract of Service (COS) to use Biometric DTR.
  2. It has been observed that most person under COS do not use Biometric DTR anymore nor diligently record their time in the Attendance Logbook.
  3. Further observation also noted some discrepancies from the submitted DTR to that of the actual record as per Attendance Logbook and Biometric DTR.
  4. Given the above occurrence, all persons under COS are again reminded to use Biometric DTR upon arrival and when leaving office daily. Moreover, persons under COS are also required to use the Attendance Logbook daily.
  5. Biometric DTR print-out may be secured from the HRMD every 3<sup>rd</sup> working day of the following month. Release of Biometric DTR print-out shall be done per office. Only a representative shall be sent to HRMD to receive it.
  6. Printed-out DTR duly signed by the person under COS and his/her supervisor must be submitted to HRMD along with the original print-out of Biometric DTR for processing of salary. Printed DTR without Biometric DTR shall not be endorsed to Budget and Accounting Divisions.

7. If there are no entries in the Biometric DTR, the entries in the Attendance Logbook shall be used as the official time in/out.
8. If there are no entries in the Biometric DTR nor in the Attendance Logbook, the person concerned under COS shall be automatically marked absent.
9. Should any person under COS be tasked to do field work or any other work outside the Bureau, he/she must submit an approved "Official Business" slip a day before rendering of the said duty.
10. In view of this, every person under COS must ensure that he/she is registered with the Biometric DTR.
11. For strict and immediate compliance.

m. Obiedo  
1/28/16



Republic of the Philippines  
 Department of Finance  
**Bureau of Customs**  
 OFFICE OF THE DEPUTY COMMISSIONER  
 BUREAU OF CUSTOMS  
 28 JAN 2016  
 DATE: \_\_\_\_\_ TIME: \_\_\_\_\_  
 BY: *[Signature]*

*[Signature]*  
MASTER COPY

REPUBLIC OF THE PHILIPPINES  
 BUREAU OF CUSTOMS  
 OFFICE OF DEPUTY COMMISSIONER  
 ASSESSMENT PREPARATION & ADMINISTRATION GROUP  
**RECEIVED**  
 BY: *[Signature]*  
 DATE: JAN 28 2016  
 TIME: 4:28 PM.

January 28, 2016

**MEMORANDUM**

**TO : ALL BOC CONTRACT OF SERVICE PERSONNEL**

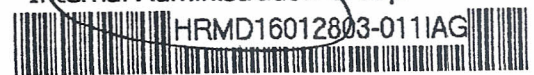
**FROM : THE OFFICER-IN-CHARGE  
 OFFICE OF THE DEPUTY COMMISSIONER  
 INTERNAL ADMINISTRATION GROUP**

**SUBJECT : ENROLLMENT IN THE AUTOMATED DAILY TIME RECORD  
 (DTR) USING BIOMETRICS**

- 1.0 Starting February 11, 2016, all Personnel under Contract of Service (COS) in the Office of the Commissioner (i.e., AOCG, EG, IAG, IG, MISTG, and RCMG) and Port of Manila are required to log-in and out using the Finger Scan - Biometrics System to record and monitor their attendance. This will be a trial run.
- 2.0 The Finger Scan for the COS personnel will be located in a designated area in the OCOM lobby separate from the Finger-Scan Biometrics System for the regular/permanent personnel.
- 3.0 In addition to using the System, COS personnel are also required to log their time of attendance in the log book while we are on trial run.
- 4.0 In view thereof, the enrollment in the System shall be conducted at the HRMD, OCOM Building on February 01, 2016 from 9:00 AM to 5:00 PM.
- 5.0 For strict compliance.

*[Handwritten signature]*

*[Signature]*  
**EXEQUIEL C. CEMPRON**  
 Officer-in-Charge  
 Internal Administration Group



28 JAN 2016

OFFICE OF THE DEPUTY COMMISSIONER,  
 INTELLIGENCE GROUP

DATE: JAN 28 2016  
 TIME: 4:28  
 RECEIVED BY: *[Signature]*