



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Manila

097.13 DPWH
10-06-2008

OCT 06 2008

DEPARTMENT ORDER)
No. : **55**)
Series of 2008)
10-06-08

**SUBJECT : GUIDELINES ON THE IMPLEMENTATION
OF THE INTEGRATED TIME AND
ATTENDANCE SYSTEM (ITAS) IN THE
DPWH - CENTRAL OFFICE**

To ensure the successful implementation of the Integrated Time and Attendance System (ITAS) in the DPWH - Central Office using the biometric fingerscan machines, the following guidelines are hereby prescribed:

1. **Coverage.** The ITAS in the DPWH – Central Office shall be initially implemented in the OSEC Proper, Services, Bureaus and PMOs. All personnel, regardless of employment status, except job orders and consultants, whose Salary Grades range from 1 to 24 are covered by the ITAS. However, personnel officially assigned in offices outside the Central Office, 2nd Street or BRS compound (e.g., FS, CARP-RWS, FCSEC, IRROW, KAMANAVA, PBP, etc.) need not log in/out, for the meantime, using the biometric fingerscan machines. Instead, they will continue using the usual time cards until such time that the biometric fingerscan machines are installed in their respective office stations.

2. **Machine Installations.** The ten (10) units of front-end equipment earlier procured shall be installed in three (3) different areas taking into consideration the number of personnel reporting/working therein, to wit:

- a) Central Office - 6 units
- b) NCR - 3 units
- c) BRS - 1 unit

3. **Broadcast Logging In/Out.** No employees shall be allowed to log in/out in other terminal stations except in their respective designated stations, i.e., in terminal stations where they registered/enrolled earlier or in other stations that are parallel or connected to the former through one gateway or server.

4. **Designation of TAS Officers and Reporting Mechanism.** The Chief of Office concerned shall designate a Time and Attendance System (TAS) Officer and an alternate, preferably 2nd level personnel, to coordinate the implementation of the ITAS in their respective office. The TAS Officer/Alternate shall take charge of the preparation of reports (sample form attached) on the whereabouts of the employees in their respective office who fail to time in/out at their designated terminal stations in a particular day or days of the month, including reports of absences, undertimes and tardiness in case the machine(s) bogged down. Consolidated reports (duly signed by the Head of Office concerned), including supporting papers/documents, if necessary, shall be submitted to the Personnel Division, AMMS, on a weekly basis, except for casual employees and those with "zero" leave credit. Separate reports on those who were not included in the regular payroll shall be submitted also every 15th and 30th of the month to the Personnel Division, AMMS. Upon evaluation and verification, the reports shall be returned by the Personnel Division to the designated TAS Officer for encoding to the Time and Attendance System. Likewise, the TAS Officer/Alternate concerned shall be required to submit to the

Personnel Division reports of attendance of their respective officials (3rd level and presidential appointees), every end of the month, to support the generation of their payrolls.

5. New Personnel/Employees. New employees and those who failed to register/enroll earlier for one reason or another, shall coordinate with the Personnel Division, AMMS, thru their respective TAS Officers, for their registration/enrollment schedules.

6. Authority and Responsibility in Updating Time and Attendance Records. The ITAS has security features to record "who" updated "what" and "when". Only the designated TAS Officers, in close coordination and consultation with the Chief of Office concerned, shall be given authority to update the time in and out of personnel under their respective offices. Consistent with existing CS Law and Rules, the TAS Officers/Alternates shall be held accountable and responsible for whatever misrepresentations they have made and attempts to alter the attendance records of their co-employees.

7. Orientation of TAS Officers. There shall be a separate meeting of TAS Officers with the concerned personnel of the MIS and Personnel Division, AMMS, to orient them on their new task, including their authority and the responsibility attached to it.

8. Counter-Checking and Monitoring. For counter-checking and to facilitate monitoring, all Chiefs of Offices shall be required to continuously implement the use of gatepass and logbook in timekeeping.

9. Machine Maintenance. In case a machine bogged down, the concerned TAS Officer(s) shall report it immediately to the Personnel Division, AMMS. The Personnel Division shall then coordinate with the supplier/contractor concerned for the immediate repair/restoration of said machine.

10. Pilot Testing. Prior to the full implementation of the ITAS, a parallel testing shall be made by the Central Office employees for a period of one (1) month from October 01-31, 2008 to test the efficiency and viability of the machines and to address whatever possible problem(s) that might be encountered in the operation of the same. However, the use of bundy clock is still in effect during the entire duration of parallel testing.

11. Repealing Clause and Effectivity. This Department Order supersedes previous issuances to the contrary and shall take effect 01 October 2008.

HERMOGENESE E. EBDANE, JR.
Secretary



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Time and Attendance Report Form

(Office/Division/Service/Bureau)

Name of Employee: _____

Position: _____

Regular Office Hours: _____

Period covered: _____

Details of the following:

- 1) No time in _____
- 2) No time out _____
- 3) Absent _____

Proofs/documents presented (if any):

- ___ Reassignment papers/Detail Order
- ___ Official/Personal Authority to Travel
- ___ Approved Leave Application
- ___ Others _____

Certified by: _____ (Signature above printed name)
Designated TAS Officer

Approved: _____ (Signature above printed name)
Head of Office/Division Chief

Verified for encoding by TAS Officer:

Chief, EWBS, Personnel Division, AMMS

cc: *Personnel Division, AMMS*