



Republic of the Philippines  
**OFFICE OF THE SECRETARY**  
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## ADMINISTRATIVE ORDER

No. 02  
Series of 2024

**SUBJECT : EXEMPTION FROM USING THE BIOMETRIC MACHINES**

In the interest of the service and in accordance with the existing policies, laws, and rules and regulations, the following employees from the Office of the Secretary are hereby exempted from using the biometrics machine in recording their daily attendance:

NAME	POSITION	EMPLOYMENT STATUS	EFFECTIVITY
Atty. Jomila May B. Fugaban	Development Management Officer IV	Contract of Service	01 January 2024
Maria Janelle B. Montelibano	Public Relations Officer IV	Contract of Service	01 January 2024


Civil Service Commission Memorandum Circular No. 1, series of 2017 provides that **Section 2, Rule XVII, Omnibus Rules, Implementing Book V, Executive Order No. 292:**

"Sec. 2. Each head of department or agency shall require a daily record of attendance of all the officers and employees under him including those serving in the field or on the water, to be kept on the proper form and, whenever possible, registered on the Bundy clock. xxx."

Considering the foregoing, the abovenamed employees shall manually log in and log out their daily time record to the official logbook of the Office of the Secretary in lieu of using the biometric machines.

For strict compliance.

Done this 23<sup>rd</sup> day of Jan 2024

  
**FRANCISCO P. TIUA LAUREL, JR.**  
Secretary



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