



Republika ng Pilipinas
KAGAWARAN NG KATARUNGAN
Department of Justice
Manila

DEPARTMENT CIRCULAR NO. **019**

TO : ALL OFFICIALS AND EMPLOYEES IN THE DEPARTMENT PROPER

SUBJECT : IMPLEMENTATION OF THE INTEGRATED SOLUTION FOR SECURITY AND TIME ATTENDANCE AT THE DOJ MAIN OFFICE

DATE : MAY 13 2022

In the interest of the service and pursuant to the provisions of existing laws, rules, and regulations on government office hours, the Facial Recognition System with turnstile gates at the DOJ Main Office for security and time attendance monitoring is hereby implemented.

The following guidelines shall be observed in the implementation of the Facial Recognition System, recording of attendance and monitoring of office hours in the Department Proper:

I. Facial Recognition System (FRS)

1. The FRS for time attendance shall be the primary device for recording and monitoring time in and time out of all officials and personnel holding office at the DOJ Main Office. The Biometric Service System (Finger Scan) shall be used as an alternate or backup device when circumstances so warrant;
2. For security purposes, all DOJ officials and employees assigned at the DOJ Main Office, including non-DOJ Main personnel regularly transacting with the offices in the Department Proper, shall enroll in the facial recognition database of the Department through the Leave Section;
3. The turnstile gate with manual override system shall strictly apply to non-DOJ Main Office officials/employees and visitors; and
4. The Personnel Division, with the assistance of the Information and Communications Technology Service, shall secure and maintain backup files for the facial recognition database.

II. Submission of Certificate of Service (COS)

1. Pursuant to Civil Service Commission Memorandum Circular No. 01, s. 2017,¹ only DOJ officials and employees appointed by the President or those of equivalent ranks/positions shall be eligible to use COS, such as the following:

¹ Entitled, "Reiteration of the Policy on Government Office Hours; and the Administrative Offenses of Frequent Unauthorized Absences (Habitual Absenteeism); Tardiness in Reporting for Duty; and Loafing from Duty during Regular Office Hours".

