IMPLEMENTATION

I.1. The institution implements rules on the attendance of the faculty in their respective classes

Policies on faculty attendance is provided in the USM Code 2024 Edition, Book III, The Academic Affairs.

Article 180. Dismissal of Classes

Section 1. As much as practicable, classes of a section shall be scheduled in one (1) building. However, classes that are scheduled in another building may be dismissed ten (10) minutes before the end of the period to give ample time for students to transfer from one (1) room or building to another.

Section 2. The maximum waiting time of students in a class shall be fifteen (15) minutes for both lecture and laboratory classes. The students may leave the class/laboratory room if the assigned faculty member does not appear after the prescribed maximum waiting time.

Article 181. Suspension of Classes

Section 1. When necessary and appropriate, classes may be suspended upon orders of the University President or his duly authorized representative, or other competent authorities.

Article 182. Changes of Class Schedule

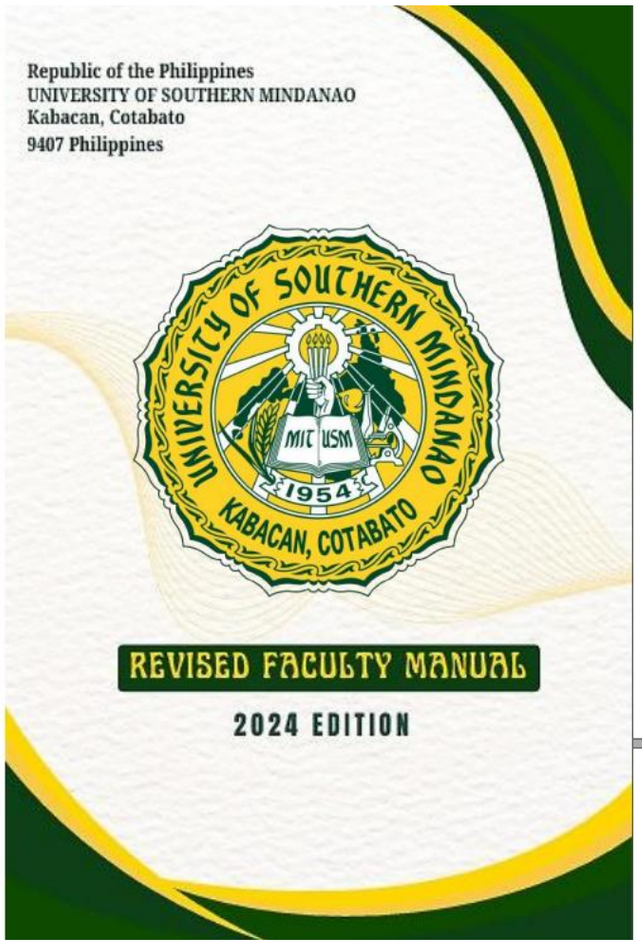
Section 1. No class schedule may be changed without prior recommendation from the Department Chair, and the Dean and approval of the Vice President for Academic Affairs or its counterpart, as the case may be.

Article 183. Make-up Classes

Section 1. Make-up classes shall be held for class hours lost due to fortuitous events, such as typhoons or other unavoidable circumstances or University activities. Similar make-up schemes may be given to concerned students upon their return from athletic or other competitions, as official delegates of the University. The schedule and venue of in-person make-up classes shall be conducted within the University. Online make-up classes may also be conducted in lieu of in-person make up classes. All make-up classes shall be subject to the recommendation of the Dean of the academic unit, and approval of the Vice President for Academic Affairs or its counterpart, as the case may be.

Section 2. Faculty members whose absences are justifiable and approved, may also conduct make-up classes provided, they have secured recommendation from the Dean of the Academic Unit, with approval from the Vice President for Academic Affairs or its counterpart, as the case may be.

Section 3. There shall also be a consultation time on the daily schedule of each faculty member equivalent to at least one (1) hour a day in consideration that most, if not all, of the students can possibly avail of the faculty members consultation time.



8.2.4. Leaves and Special Details

University policy provides that no more than the equivalent of fifteen percent (15%) of the faculty may be allowed to go on leave of absence with pay at any given semester. A policy that leaves and special detail taken during the semester which shall amount to losing twenty percent (20%) of class meetings shall not be allowed. Fast-tracking of class meetings for the reason that the faculty members are leaving for abroad is discouraged. Finally, leaves or special detail that start while the semester is ongoing and end after the next semester has started are not allowed. Faculty members should synchronize their leaves or special detail with the semestral schedule.

8.2.5. Attendance to seminars/workshops/conference/trainings

Attendance of faculty to seminars, workshops, conferences, trainings, fora, and conventions shall be upon the recommendation of the Dean and approved by the concerned Vice President.

The number of participants shall be upon the discretion of the concerned Vice-President especially if the registration shall be borne by the University.

Participant/s shall conduct echo seminar within 8 weeks after the attendance of the activity.

Policies on attendance of faculty members are provided in the Faculty Manual

8.3. Discipline

8.3.1. Tardiness

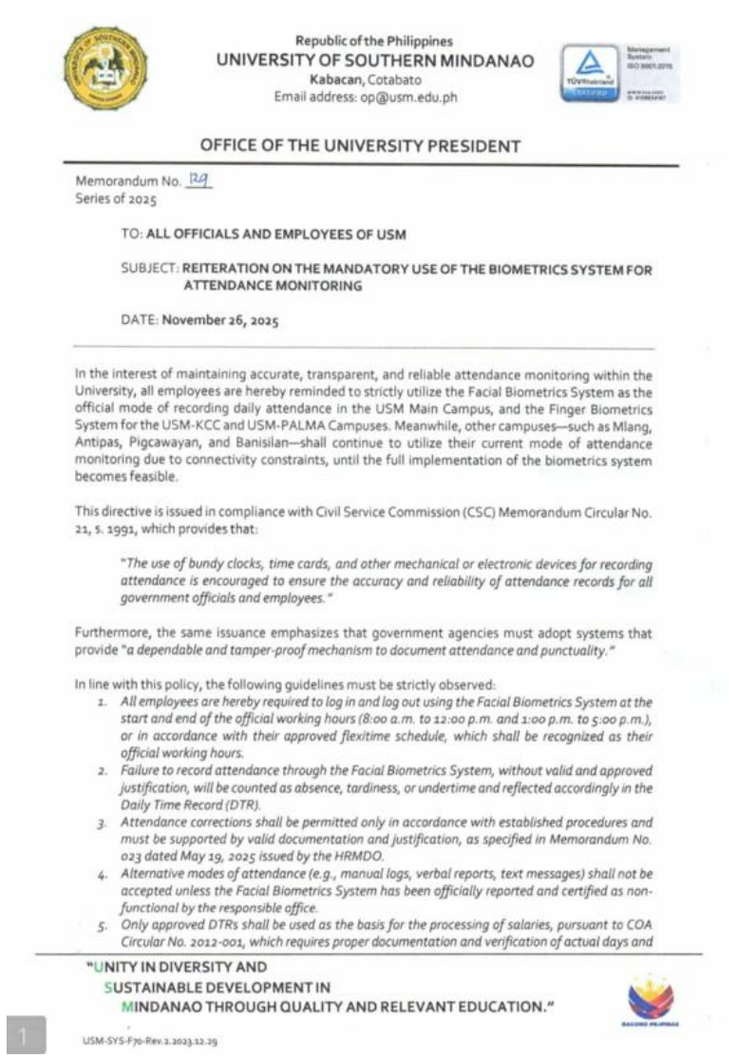
Tardiness means the failure of a faculty member to attend his class on time, te within the first fifteen (15) minutes of the class. If he arrives after 15 minutes, he shall be considered absent

A faculty member shall be deducted based on the actual number of minutes late. Deduction shall be made only at every 60 minutes of tardiness. However, if the accumulated number of minutes tardy does not reach 60 by end of semester, the faculty member shall be deducted based on his computed rate per minute

8.3.2. Absenteeism

Academic heads shall officially notify their respective faculty each time they incur absences equivalent to 10% or above of the total number of days in a semester as reflected on the Faculty Absences report furnished by the HRMO. This information shall serve as warning letter to the member concerned. The Vice President of the Academic Affairs gives the final warning letter to the faculty concerned at the end of the semester and prescribes the corresponding penalty.

Policies on attendance of faculty members are provided in the Faculty Manual



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OFFICE OF THE UNIVERSITY PRESIDENT

Memorandum No. 129
Series of 2025

TO: **ALL OFFICIALS AND EMPLOYEES OF USM**

SUBJECT: **REITERATION ON THE MANDATORY USE OF THE BIOMETRICS SYSTEM FOR ATTENDANCE MONITORING**

DATE: **November 26, 2025**

In the interest of maintaining accurate, transparent, and reliable attendance monitoring within the University, all employees are hereby reminded to strictly utilize the Facial Biometrics System as the official mode of recording daily attendance in the USM Main Campus, and the Finger Biometrics System for the USM-KCC and USM-PALMA Campuses. Meanwhile, other campuses—such as Mlang, Antipas, Pigcawayan, and Banisilan—shall continue to utilize their current mode of attendance monitoring due to connectivity constraints, until the full implementation of the biometrics system becomes feasible.

This directive is issued in compliance with Civil Service Commission (CSC) Memorandum Circular No. 21, s. 1991, which provides that:

> *"The use of bundy clocks, time cards, and other mechanical or electronic devices for recording attendance is encouraged to ensure the accuracy and reliability of attendance records for all government officials and employees."*

Furthermore, the same issuance emphasizes that government agencies must adopt systems that provide "*a dependable and tamper-proof mechanism to document attendance and punctuality.*"

In line with this policy, the following guidelines must be strictly observed:

1. *All employees are hereby required to log in and log out using the Facial Biometrics System at the start and end of the official working hours (8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m.), or in accordance with their approved flexitime schedule, which shall be recognized as their official working hours.*
2. *Failure to record attendance through the Facial Biometrics System, without valid and approved justification, will be counted as absence, tardiness, or undertime and reflected accordingly in the Daily Time Record (DTR).*
3. *Attendance corrections shall be permitted only in accordance with established procedures and must be supported by valid documentation and justification, as specified in Memorandum No. 023 dated May 19, 2025 issued by the HRMDO.*
4. *Alternative modes of attendance (e.g., manual logs, verbal reports, text messages) shall not be accepted unless the Facial Biometrics System has been officially reported and certified as non-functional by the responsible office.*
5. *Only approved DTRs shall be used as the basis for the processing of salaries, pursuant to COA Circular No. 2012-001, which requires proper documentation and verification of actual days and*

"UNITY IN DIVERSITY AND
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Memo on mandatory use of biometrics for attendance.