

Memorandum no. 8, series of 2026**TO: All Faculty Members and Non-Teaching Employees****FROM:** VMC Administration**DATE:** June 17, 2026**SUBJECT: Biometric System and Manual Logbook Guideline**

Dear VMC Faculty and Employees,

As we work together to ensure smooth daily operations and maintain an organized administrative workflow, we would like to extend our appreciation for your continued cooperation in all institutional procedures.

To ensure absolute accuracy, transparency, and fairness in our payroll processing and attendance records, this memorandum serves as a vital reminder regarding our official daily log-in and log-out protocols. All employees are required to strictly observe the dual-verification process for daily attendance.

1. The Dual-Verification Protocol (Two-Step Process)

Every employee must complete both of the following steps upon arrival and before departure:

- **Step 1: Fingerprint Biometrics System**

Please ensure you scan your finger properly on the biometric machine upon reporting for duty in the morning/afternoon, and right before leaving the campus at the end of your shift. Kindly wait for the machine to confirm a successful scan.

- **Step 2: Manual Logbook Signing**

In addition to the biometric scan, you must continue to manually sign the official attendance logbook located at the designated station. Please write your exact time-in and time-out clearly alongside your signature.

2. Why We Implement the Dual-Verification System

We want to highlight that this cross-referencing system is designed to protect you and guarantee that your hard work is accurately reflected:

- **Backup and Safeguard:** In the rare event of a system glitch, power interruption, or unrecorded biometric scan, the manual logbook serves as your official legal backup. It ensures that your actual rendered hours are never compromised.
- **Audit Accuracy:** Having two matching records eliminates discrepancies during payroll audits, allowing our accounting team to process your compensation smoothly and without unnecessary delays.

3. Immediate Action and Compliance

- Logging in or out through only one method (e.g., biometric only or logbook only) will result in an incomplete attendance record for that day.

We highly appreciate your diligence and attention to detail in observing this daily routine. By keeping our records precise, we protect the fruits of your dedication and maintain an orderly VMC community.

Thank you very much for your cooperation.**Sincerely,****The VMC Administration**