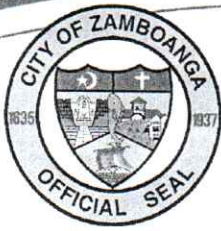


Acc



Republica de Filipinas
Ciudad de Zamboanga
OFICINA DEL ALCALDE



MEMORANDUM ORDER

No. AS-029, series of 2026



DATE : **January 22, 2026**

TO : **MR. RODOLFO R. LIM**
Community Affairs Officer IV
Office of the City Mayor

FROM : **CITY MAYOR**

SUBJECT : **DIRECTIVE TO USE THE BIOMETRIC DEVICE**

In line with the existing attendance monitoring policies of the City Government, and in the interest of promoting accountability and transparency, you are hereby directed to use the Biometric Device for logging in and logging out of your daily attendance effective **January 23, 2026**.

This directive is issued to ensure accurate recording of attendance, and support the efficient and effective delivery of public service.

For your compliance. *Muchas gracias.*


CAPT. KHYMER ADAN T. OLASO, M.M.

CC: Office of the City Accountant _____
Office of the City Human Resource Management _____
Office of the City Mayor- Computer Services Division *Sg. 01/23/26 8:47 am*

