CITIZENS' CHARTER- Information Technology Division (ITD):

1. EBATS and BATS registration

The Enhanced Biometric Attendance Tracking System (EBATS) and the Biometric Attendance Tracking System (BATS) are systems used to generate the Daily Time Records (DTRs) of the employees. To register, all employees rendering standard eight (8) work hours are required to register their fingerprints via EBATS, while employees working on shifts (between night to daybreak, Monday - Sunday) are required to do the same via BATS.

Office or Division:	Provincial Administrators Office – Information Technology
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	Newly Hired Employees

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
ID number (Written)		Prov'l Human Resource Management Office		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Provide ID number to IT-HRIS Help Desk	1. Receive ID number and check appointment	N/A	3 mins	*IT-HRIS Help Desk Personnel* PADO-IT
2. Finger print registration	2. Facilitate in the registration of the finger print	N/A	3 mins	*IT-HRIS Help Desk Personnel* PADO-IT
3. Submits biometric for EBATS/BATS registration	3. Register to EBATS/BATS	N/A	5 mins	*IT-HRIS Help Desk Personnel* PADO-IT
	TOTAL:	**N/A**	**11 minutes**	