DSWD — Department of Social Welfare and Development — BAGONG PILIPINAS

DRN: III-FO-HRMDD-PAS-A-COMM-24-0745318-S

MEMORANDUM

FOR	:	**ALL DSWD FIELD OFFICE III EMPLOYEES**
FROM	:	**THE OIC - DIVISION CHIEF** Human Resource Management and Development Division
SUBJECT	:	**LAUNCH OF ONLINE REQUEST FOR ELECTRONIC LEAVE CARDS**
DATE	:	**05 JULY 2024**

Human Resource Management and Development Division (HRMDD) – Personnel Administration Section (PAS) is pleased to announce the launch of the Online Request Platform for Electronic Leave Cards (ELC), effective July 8, 2024. Please scan the QR Code below:

This initiative is a direct response to your valuable feedback highlighting the need for improved access and transparency in leave credit management.

The new online platform will enable all DSWD Field Office (FO) III employees to request their ELC conveniently without the need to visit PAS' office physically. This advancement is aimed at empowering you to efficiently verify and manage your accrued leave credits from any location.

In light of this update, PAS would like to respectfully remind all employees to diligently maintain copies of their approved Daily Time Records (DTRs) and Applications for Leave. These documents are crucial as they serve as essential references in the event of any disputes regarding leave credits.

Furthermore, it is important for permanent employees to consistently submit their DTRs. These records are fundamental in the accurate computation and accrual of leave credits on a monthly basis, as stipulated in the Omnibus Rules on Leave issued by the Civil Service Commission.

We encourage everyone to utilize this platform to manage your leave entitlements more effectively and continue to provide feedback so we can further refine our services.

Should you have any concerns or needing additional information regarding this online request platform, please feel free to contact HRMDD – PAS via local number 129.

For your information and reference.

JENNIFER CAMPAING-MORALES

jvcm/rvap