

DRN: III-FO-HRMDD-PAS-A-COMM-24-05-29498-S

MEMORANDUM

FOR : **ALL PUBLIC SOCIAL WORKERS CONCERNED**

FROM : **THE OIC – DIVISION CHIEF**
Human Resource Management and Development Division

SUBJECT : **REITERATION ON THE GUIDELINES AND DOCUMENTARY REQUIREMENTS FOR SUBSISTENCE ALLOWANCE CLAIMS**

DATE : **03 MAY 2024**

In line with Administrative Order Number 5, series of 2023, titled "Guidelines in Providing Specific Criteria and Administrative Procedures on the Grant of Magna Carta Benefit to Public Social Workers as Supplement to DBM-DSWD Joint Circular No. 1, Series of 2018," (*which covers all Public Social Workers in the Department who are holding permanent, temporary, casual or contractual appointments*) particularly under Section V, General Guidelines Number 3 regarding Subsistence Allowance, and taking into account the recent issuance by the Commission on Audit Circular 2024-004 which suspends the application of COA Circular No. 2023-004, this memorandum serves to provide guidelines and documentary requirements for the processing of Subsistence Allowance claims.

Deadline for Submission: As per the aforementioned Administrative Order, the deadline for the submission of claims to the Personnel Administration Section (PAS) shall be on or before the 15th of the succeeding month or of the month of the claimant. Should the 15th fall on a Saturday, Sunday, or Holiday, the submission deadline shall be on the immediately succeeding working day. Claims submitted beyond this deadline shall be processed subject to the availability of funds and batch processing.

Documentary Requirements: To proceed with the processing of Subsistence Allowance claims, the following documentary requirements are needed by the PAS:

1. Certified True Copy of Approved and Accomplished Daily Time Record.
2. Annex C - Certification of Non-Claimant of Traveling Expenses.

Reminder on Non-Entitlement: It is important to note the circumstances where Subsistence Allowance is not entitled:

1. When personnel are not required to make their services available at all times, allowing them to leave their workstations during break times.
2. When personnel are on leave of absence with or without pay.
3. While personnel are on official travel expenses under EO 298, series of 2004.
4. While personnel are attending trainings, seminars, workshops, and similar activities where meals are provided.

Please ensure compliance with the above guidelines and submission of the required documents to facilitate the timely processing of Subsistence Allowance claims.

For your information and guidance.


JENNIFER CAMPANG-MORALES

