

DRN: III-FO-HRMDD-PAS-A-COMM-24-06-42785-S

**MEMORANDUM**

**FOR** : **ALL DSWD FIELD OFFICE III PERSONNEL**

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

**SUBJECT** : **MEMO REMINDING THE PROCESS FOR SUBMISSION OF  
RESIGNATION LETTERS**

**DATE** : **27 JUNE 2024**

In order to streamline the process for handling resignations and to ensure that the Personnel Administration Section (PAS) can effectively manage salary hold procedures, all DSWD Field Office III personnel are respectfully reminded of the following protocol for submitting resignation letters. **All resignation letters must be routed through the Human Resource Management and Development Division (HRMDD)** before being endorsed to the Assistant Regional Directors (ARDs) concerned.

Further, all personnel are humbly reminded of the **requirement to render a thirty-day notice** period after their resignation is accepted by the Regional Director. This is mandatory to ensure a smooth transition and proper turnover. To validate that resignation letters have been properly routed through the PAS, they must include the **initials of the PAS Chief (rvap)**. Any resignation letters **not bearing these initials will be considered incomplete and will not be accepted.**

This memorandum is effective immediately and must be adhered to upon its issuance.

Should you have any issues or concerns regarding this directive, please feel free to contact HRMDD – PAS via local number 129.

For your cooperation.

  
JENNIFER CAMPANG-MORALES

PAGE 1 of 1

DSWD Field Office III, Government Center, Maimpis, City of San Fernando, Pampanga, 2000 Philippines  
Website: [www.fo3.dswd.gov.ph](http://www.fo3.dswd.gov.ph) Tel Nos.: (045) 961-2143

