

DRN: III-FO-HRMDD-PAS-F-GP-24-07-45104-S

## MEMORANDUM

**FOR** : ALL DSWD FIELD OFFICE III PUBLIC SOCIAL WORKERS

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

**SUBJECT** : CLARIFICATION ON SUBSISTENCE ALLOWANCE  
ELIGIBILITY FOR PSW ON OFFICIAL TRAVEL

**DATE** : 10 JULY 2024

This is to respectfully issue clarification on the coverage for **Subsistence Allowance** for Public Social Workers (PSWs) **during official travel** pursuant to the Administrative Order No. 05, Series of 2023, entitled Guidelines in Providing Specific Criteria and Administrative Procedures on the Grant of Each Magma Carta Benefit to Public Social Workers.

### Details:

- Grounds for Disapproval of Subsistence Allowance:** PSWs on travel are **not eligible** to claim Subsistence Allowance, regardless of whether they claim Daily Traveling Expenses (DTE) or not.
- Suspension of Annex C Submission:** The requirement to submit Annex C: Certification of Not Claiming DTE is suspended effective immediately.

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

For your information and reference.

  
JENNIFER CAMPANG-MORALES

jvcm/rvap