

DRN: III-FO-HRMDD-PAS-A-COMM-24-07-45321-S

**MEMORANDUM**

**FOR** : **ALL DIVISION CHIEFS**

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

**SUBJECT** : **INTEGRATION OF ORIENTATION ON ELECTRONIC LEAVE  
ADMINISTRATION INTO DIVISION MEETINGS**

**DATE** : **10 JULY 2024**

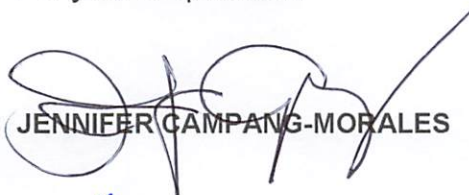
In alignment with our ongoing efforts to enhance the management and transparency of employee benefits, the Personnel Administration Section (PAS) is set to launch the Online Request Platform for Electronic Leave Cards (ELC) on July 8, 2024.

To ensure a smooth transition and comprehensive understanding of this new system, it is imperative that all divisions within our Field Office allocate time for an orientation session on the administration of the ELC. This session will cover the functionalities of the online platform and emphasize the importance of maintaining accurate leave records.

We humbly appeal to each division to integrate this orientation into your upcoming scheduled meetings or training sessions at your earliest convenience. The PAS will spearhead this initiative to ensure a seamless and informative experience for all participants.

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

For your cooperation.



**JENNIFER CAMPANG-MORALES**

jvcm/rvap