

DRN: III-FO-HRMDD-A-COMM-25-01-07084-S

MEMORANDUM

FOR : ALL RO-BASED STAFF INCLUDING EMPLOYEES AT THE ANNEXES BUILDING
DSWD Field Office III

FROM : THE OIC DIVISION CHIEF
Human Resource Management and Development Division
DSWD Field Office III

SUBJECT : HR ADVISORY NO. 01 - AVAILABILITY OF ELECTRONIC DAILY TIME RECORD (e-DTR) FOR THE RO-BASED STAFF

DATE : 31 JAN 2025

We are pleased to inform all RO-based staff including those at the Annex Buildings who are using the Attendance Log Module (ALM), that the **electronic Daily Time Record (e-DTR) is now available and accessible through this link:**

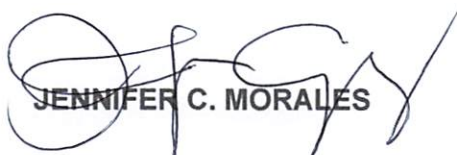
<https://172.31.32.25/e-dtr>

Please note that employees in the Regional Office can access the e-DTR directly through this link. On the other hand, personnel at the Annex Buildings must have an installed and connected Global Protect before accessing the link.

In light of this, we encourage all staff concerned, to access the e-DTR and verify the completeness and accuracy of your logs and records. This is in preparation for the cutoff period generation and submission of the DTR.

Should you have any concerns or clarifications, you may directly coordinate with the **Personnel Administration Section (PAS)** via **local 129**.

Thank you for your continued support and cooperation.



JENNIFER C. MORALES