

**MEMORANDUM**

**TO : ALL PERSONNEL CONCERNED**  
DSWD Field Office III

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

**SUBJECT : TEMPORARY DELAY IN SALARY DISBURSEMENT FOR  
JANUARY 1-15, 2025 CUT-OFF**

**DATE : 28 JAN 2025**

This is to formally inform all Contract of Service (COS) officials/employees under the the Pantawid Pamilyang Pilipino Program (4Ps) and the Enhanced Partnership Against Hunger and Poverty (EPAHP) of a temporary delay in the disbursement of salaries for the period covering January 1–15, 2025.

The delay is due to the ongoing process of securing the necessary allotment to fund the disbursement for the said period. Rest assured that the Personnel Administration Section, in collaboration with the Financial Management Division are closely coordinating with the offices concerned to expedite the release of the funds.

In the meantime, all officials/employees concerned are encouraged to settle their respective remittances through over-the-counter payment to avoid incurring penalties.

The Undersigned deeply regrets any inconvenience this situation may cause and thank you for your understanding and patience.

Should you have any questions or require further assistance, please do not hesitate to contact PAS at [personnel.fo3@dswd.gov.ph](mailto:personnel.fo3@dswd.gov.ph).

Thank you for your kind attention to this matter.

  
**JENNIFER C. MORALES**