

DRN: III-FO-HRMDD-HRWS-A-COMM-25-02-09777-S

MEMORANDUM

TO : ALL DSWD FIELD OFFICE III PERSONNEL

FROM : THE REGIONAL DIRECTOR  
DSWD Field Office III

SUBJECT : OPTIONAL AVAILMENT OF WELLNESS SESSION

DATE : 11 FEB 2025

Pursuant with the Memorandum Circular No. 13 series under Section VI Basic Policies which states that ***"The DSWD Employee Wellness Program in the Central Office and Field Offices shall be designed based on the tenets of 'having a healthy well-being to include a healthy mind and body' as well as ensuring that esprit de corps is nurtured,"*** All DSWD Field Office III personnel are hereby accorded the privilege to avail of a Wellness Session on **February 14, 2025**.

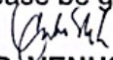
The Human Resource Management and Development Division, through the Welfare Section, has scheduled this initiative under the Caring for the Carers Program as part of its health promotion efforts. This early release is intended to prevent workplace burnout, promote work-life balance, and allow personnel to spend additional time with their families, while the Agency continues to deliver timely, high-quality services with integrity and dedication.


On February 14, 2025, personnel who wish to avail of the Wellness Break may log out at 3:00 PM without being considered undertime. However, for this specific occasion, such personnel must be included in the **"JOINT" Office Locator Slip**, which must be duly approved by **both the Section Head and Division Chief** to serve as the Means of Verification (MOV) for filing time adjustment. The approval process shall be coordinated at the Section/Office level to ensure smooth implementation and to prevent disruption of essential services, with all approved Locator Slips to be submitted to the **Personnel Administration Section (PAS) on or before February 13, 2025 (Thursday)**. Additionally, interested personnel are required to indicate the specific wellness session they intend to participate in (*e.g., a visit to a beauty salon, spa, gym, art exhibit, or other recreational activities within a 50-kilometer radius of their area of assignment*).

All personnel are reminded that they must be in the office on or before 8:00 AM. Those arriving before 8:00 AM may not utilize flexitime and must not log out before 3:00 PM, as early departure will be considered undertime. Please also note that the period between 3:00 PM and 5:00 PM shall not be counted as overtime. This initiative is not mandatory but is a privilege extended to DSWD personnel in recognition of their hard work and commitment.

Should you have further concern or clarification, you may contact Ms. Helen Patricia O. Mañalac, OIC-Section Chief of Human Resource Welfare Section at local 131 or email at [hrws.fo3@dswd.gov.ph](mailto:hrws.fo3@dswd.gov.ph).

Please be guided accordingly.

  
Venus Fernando  
Date: 2025 02 12 11:24:48  
**DIR. VENUS F. REBULDELA**

  
Digitally signed by  
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