

DRN: III-FO-HRMDD-A-MC-25-01-00311-S

MEMORANDUM

FOR : **DIR. VENUS F. REBULDELA**
Regional Director
DSWD Field Office III

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

SUBJECT : **REQUEST FOR THE ISSUANCE OF RSO FOR THE
DESIGNATION OF ALM VERIFIERS**

DATE : **06 JAN 2025**

In support of the Department's goal to improve the efficiency and accuracy of employee attendance monitoring, this is to respectfully request for the issuance of a Regional Special Order (RSO) designating personnel from DSWD Field Office III as Attendance Login Module (ALM) Verifiers. The RSO is necessary to ensure the prompt, accurate, and efficient processing of Daily Time Records (DTRs) through the newly implemented ALM digital system, developed by the Personnel Administration Section in collaboration with the Information and Communications Technology Management Section (ICTMS) to enhance the Human Resource Information System (HRIS) of Field Office III.

The designation of ALM Verifiers within each Division/Office is critical to streamlining the verification process of DTRs, ensuring that the time records are thoroughly checked for accuracy, aligned with DSWD policies, and submitted within the specified deadlines. This process is integral to the successful implementation of the ALM system, which is designed to improve the management of attendance records for all DSWD Field Office III personnel.

The Personnel Administration Section, in collaboration with the ICTMS, is committed to ensuring the smooth functioning of the ALM system. To facilitate the transition, the issuance of the Regional Special Order is requested to formalize the designation of the ALM Verifiers and empower them to carry out their responsibilities. The timely issuance of this order will ensure the efficient rollout and operation of the ALM system and contribute to the overall effectiveness of the HRIS enhancement. Thank you!

Digitally signed by
Morales Jennifer
Campang
Date: 2025.01.05
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JENNIFER C. MORALES

APPROVED/DISAPPROVED

DIR. VENUS F. REBULDELA
Regional Director

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REGIONAL SPECIAL ORDER

No. **003**

Series of 2025

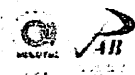
SUBJECT: DESIGNATION OF ALM VERIFIERS

Pursuant to the need for accurate and efficient monitoring of employee attendance, **EFFECTIVE IMMEDIATELY**, all Department of Social Welfare and Development (DSWD) Field Office III Personnel listed below are hereby **DESIGNATED** as **ATTENDANCE LOGIN MODULE (ALM) VERIFIERS** within their respective Divisions and such designation shall remain in force until amended or rescinded by subsequent orders, to wit:

DIVISION/OFFICE	NAME OF PERSONNEL	POSITION	STATUS OF EMPLOYMENT
OFFICE OF THE REGIONAL DIRECTOR			
OFFICE OF THE REGIONAL DIRECTOR	WINNA LYN G. QUILLANO	Social Welfare Officer III	CONTRACTUAL
	TIFFANY C. MONTERO as Alternate	Administrative Assistant III	PERMANENT
OFFICE OF ASSISTANT REGIONAL DIRECTOR FOR ADMINISTRATION	FLOREN IAN M. LEONARDO	Project Development Officer II	CONTRACTUAL
OFFICE OF ASSISTANT REGIONAL DIRECTOR FOR OPERATION	APRIL JOY N. MARIANO	Administrative Assistant III	CONTRACTUAL
INTERNAL AUDIT UNIT	ZHYRENE M. LINGAT	Project Development Officer II	CONTRACTUAL
TECHNICAL ADVISOR ASSISTANCE AND OTHER RELATED SUPPORT SERVICES (TAAORSS)	REGINA MARIE T. BUITIZON	SOCIAL WELFARE ASSISTANT	CONTRACTUAL
POLICY AND PLANS DIVISION			
OFFICE OF THE DIVISION CHIEF	JOVIELYN R. TIONGCO	Social Welfare Assistant	PERMANENT
NATIONAL HOUSEHOLD TARGETING SECTION	IRISH MAY E. RONGAVILLA	ADMINISTRATIVE ASSISTANT III	CONTRACTUAL
STANDARD SECTION	MIA MONTERO	ADMINISTRATIVE ASSISTANT II	PERMANENT
HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT DIVISION			
PERSONNEL ADMINISTRATION SECTION	CYRIN PAULA D. REYES	ADMINISTRATIVE OFFICER II	CONTRACTUAL
LEARNING AND DEVELOPMENT SECTION	EVERLEEN I. DOMINGO	TRAINING SPECIALIST I	CONTRACTUAL
HUMAN RESOURCE WELFARE SECTION	PHOEBE R. LABUNG	ADMINISTRATIVE ASSISTANT II	CONTRACTUAL

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DSWD Field Office III, Government Center, Malampis, City of San Fernando, Pampanga, 2000 Philippines
Website: www.fo3.dswd.gov.ph Tel Nos.: (045) 961-2143



CERTIFIED TRUE COPY
CHARMYN P. GO
Mmm

HUMAN RESOURCE PLANNING AND PERFORMANCE MANAGEMENT SECTION	ROMEO P. PUNZALAN II	ADMINISTRATIVE ASSISTANT II	PERMANENT
ADMINISTRATIVE DIVISION			
OFFICE OF THE DIVISION CHIEF	HAZEL MAS LAXAMANA	ADMINISTRATIVE OFFICER II	CONTRACTUAL
GENERAL SERVICES SECTION	DAISY JANE S. DEOMPOC	ADMINISTRATIVE OFFICER II	CONTRACTUAL
FINANCIAL MANAGEMENT DIVISION			
FINANCIAL MANAGEMENT DIVISION – DIVISION CHIEF	CATHERINE V. REYES	ADMINISTRATIVE ASSISTANT III	CONTRACTUAL
BIDS AND AWARDS COMMITTEE	RHEALYN S. DE LEON	ADMINISTRATIVE ASSISTANT II	CONTRACTUAL
ACCOUNTING SECTION	RICA MICHAELA G. LIMSON	ADMINISTRATIVE ASSISTANT II	CONTRACTUAL
ACCOUNTING SECTION - LIQUIDATION	MARK LESTER C. ROCERO	ADMINISTRATIVE ASSISTANT II	CONTRACTUAL
CASH SECTION	GIANNE EUNICE GABAYERON	ADMINISTRATIVE ASSISTANT II	CONTRACTUAL
PANTAWID PILIPINO PROGRAM			
RPMO-PANTAWID	GRETCHEN NIÑA FABIAN MALANA	ADMINISTRATIVE ASSISTANT III	CONTRACTUAL
SWAD AURORA	IRISH ESPAÑA BIHASA	ADMINISTRATIVE ASSISTANT II	CONTRACTUAL
SWAD BATAAN	RANZY V. CORTEZ	PROJECT DEVELOPMENT OFFICER I	CONTRACTUAL
SWAD BATAAN	CRISTY JOY S. MACALINO	ADMINISTRATIVE ASSISTANT III	CONTRACTUAL
SWAD BATAAN	RAMIELYN M. REYES	ADMINISTRATIVE ASSISTANT III	CONTRACTUAL
SWAD BULACAN	MICHAEL KEVIN L. PINGUL	ADMINISTRATIVE ASSISTANT II	CONTRACTUAL
SWAD BULACAN	MARIA ABIGAIL T ALEJANDRO	ADMINISTRATIVE ASSISTANT II	CONTRACTUAL
SWAD NUEVA ECJA	MYRA F. BAUTISTA	ADMINISTRATIVE ASSISTANT	CONTRACTUAL
SWAD NUEVA ECJA	DANICA A. ADVINCULA	ADMINISTRATIVE ASSISTANT II	CONTRACTUAL
SWAD NUEVA ECJA	BALDOVINO T. ROSANA	ADMINISTRATIVE ASSISTANT II	CONTRACTUAL
SWAD PAMPANGA	DARWIN JOSEPH M. VENDIOLA	ADMINISTRATIVE ASSISTANT II	CONTRACTUAL
SWAD PAMPANGA	RONNIE D. CRUZ	ADMINISTRATIVE ASSISTANT II	CONTRACTUAL

SWAD PAMPANGA	CAMILLE B. PANGANIBAN	ADMINISTRATIVE ASSISTANT II	CONTRACTUAL
SWAD TARLAC	BRIGITTE C. GELACIO	ADMINISTRATIVE ASSISTANT II	CONTRACTUAL
SWAD TARLAC	JILL ANN C. GATCHALIAN	ADMINISTRATIVE ASSISTANT II	CONTRACTUAL
SWAD ZAMBALES	ROSSANA E. QUIAMBAO	SOCIAL WELFARE ASSISTANT	CONTRACTUAL
SWAD ZAMBALES	MICHAEL BRYAN S. MAMARIL	ADMINISTRATIVE ASSISTANT II	CONTRACTUAL
SWAD ZAMBALES	ARIEL J. BAUTISTA	ADMINISTRATIVE ASSISTANT II	CONTRACTUAL
PROTECTIVE SERVICES DIVISION			
OFFICE OF THE DIVISION CHIEF	VERNICE DANIELLE VELASQUEZ	SOCIAL WELFARE ASSISTANT	PERMANENT
COMMUNITY BASED -- MINOR TRAVELLING ABROAD	CARMELITA CANLAS	SOCIAL WELFARE AIDE	PERMANENT
HAVEN FOR GIRLS - PAMPANGA	ROWENA N. PINPIN	SOCIAL WELFARE ASSISTANT	PERMANENT
RECEPTION AND STUDY CENTER FOR CHILDREN	CRISTINA B. SANTIAGO	SOCIAL WELFARE ASSISTANT	PERMANENT
TARLAC HOME FOR WOMEN	MARY JOAN VENTNILLA	ADMINISTRATIVE AIDE IV	PERMANENT
REGIONAL REHABILITATION CENTER FOR YOUTH	ROGELIO MALANG	HOUSEPARENT II	CONTRACTUAL

ROLES AND RESPONSIBILITIES:

Roles and Responsibilities of Designated Verifiers:

1. Verification of DTRs:

- Exercise thorough diligence in reviewing each document to confirm its authenticity, ensuring alignment with organizational policies, established guidelines, and applicable legal standards.
- Validate the accuracy and credibility of all submitted materials before approving them for upload to the ALM system
 - Ensure the accuracy and completeness of the DTRs submitted by employees within their offices.
 - In charged with the approving of any time adjustments requested by concerned personnel if there is any and validate the aforementioned adjustment in accordance with the provided documents such as Logbooks, pass slip, Regional Special Order (RSO), locator slip and the like.
 - Verify that the recorded time entries are aligned with the actual hours worked by the employees.

- Ensure that all DTRs are appropriately signed by the personnel and their respective Immediate Supervisors.

2. Timely Submission:

- Ensure that all the verified DTRs endorsed by their respective Division are submitted to the Personnel Administration Section in a timely manner as per the established deadlines.

**Note: All unsubmitted DTRs shall be processed on the next cut-off.*

3. Compliance with Policies:

- Check strictly supporting documents (e.g. duly approved RSO, Travel Order, Leave Form, Locator Slip, Accomplishment Report and the like) uploaded on Attendance Log Module (ALM) to adhere to the Department of Social Welfare and Development Field Office III policies and guidelines.
- Address any discrepancies or issues found during the verification process and coordinate with the employees/personnel concerned for clarification and resolution.

4. Record Keeping:

- Maintain accurate records of all verified DTRs and related documentation for audit purposes and future reference.
- Ensure that all records are kept confidential and are accessible only to authorized personnel.

5. Coordination:

- Coordinate with the Personnel Administration Section for any updates or changes in the DTR verification process.
- Attend training or briefing sessions related to DTR verification as required.

6. Accountability:

6.1 Accountability for Oversight

Verifiers are directly accountable for any document uploaded under their review that is subsequently found to be fraudulent, misrepresented, or non-compliant with established standards. Failure to identify inaccuracies, discrepancies, or falsifications in documents, whether due to negligence, oversight, or insufficient review, will constitute a lapse in their responsibility.

6.2 Sanctions for Lapses

Verifiers who negligently or intentionally verify documents that are later determined to be fraudulent, inaccurate, or unauthorized shall be subject to applicable administrative sanctions. Sanctions may include, but are not limited to:

- o Disciplinary actions in accordance with civil service rules and department policies.
- o Legal consequences as defined under relevant laws and regulations.

6.4 Ethical and Professional Standards

Verifiers must uphold the highest standards of ethical and professional conduct, ensuring the integrity and credibility of the verification process at all times. This provision emphasizes the critical role of Verifiers in safeguarding the fairness, transparency, and reliability of the ALM system.

The designation of Contractual Employees shall LAPSE upon expiration of his/her contract of employment unless RENEWED following his/her reappointment.

Previous orders or issuances inconsistent herewith are hereby amended and/or revoked accordingly.

Let copies of this Order be distributed to all Offices in the Field Office III for information and guidance.

Issued this 6TH day of January, 2025 at the City of San Fernando, Pampanga.

"By Authority of the Secretary
of the Department of Social
Welfare and Development"


VENUS A. REBULDELA
Regional Director

DRN: III-FO-ORD-A-MC-25-01-00407-S
MEMORANDUM

FOR : **DIR. VENUS F. REBULDELA**
 Regional Director
 DSWD Field Office III

FROM : **THE OFFICER IN CHARGE – DIVISION CHIEF**
 Human Resource Management and Development Division

SUBJECT : **DESIGNATION OF ALM VERIFIERS (CONTRACT OF SERVICE WORKERS)**

DATE : **06 JAN 2025**

Pursuant to the need for accurate and efficient monitoring of employee attendance, **EFFECTIVE IMMEDIATELY** until December 31, 2025, all Department of Social Welfare and Development (DSWD) Field Office III Contract of Service (COS) Workers listed below are hereby requested to **BE DESIGNATED** as **ATTENDANCE LOGIN MODULE (ALM) VERIFIERS** within their respective Divisions or Office and such designation shall remain in force until amended or rescinded by subsequent orders, to wit:

DIVISION/OFFICE	NAME OF PERSONNEL	POSITION
OFFICE OF THE REGIONAL DIRECTOR		
ORD - SOCIAL MARKETING UNIT	JOED V. NARIA	ADMINISTRATIVE AIDE IV
ORD – LEGAL UNIT	GIANN C. AGUIRRE	ADMINISTRATIVE ASSISTANT II
POLICY AND PLANS DIVISION		
OFFICE OF THE DIVISION CHIEF	JEE ANNE A. JIMENEZ	PROJECT DEVELOPMENT OFFICER II
POLICY DEVELOPMENT AND PLANNING SECTION	JHON ROBERT S. ARCILLA	ADMINISTRATIVE ASSISTANT II
INFORMATION AND COMMUNICATION MANAGEMENT SECTION	ALEX C. OCAMPO	ADMINISTRATIVE ASSISTANT II

INNOVATIONS DIVISION		
OFFICE OF THE DIVISION CHIEF	AARON JOHN M. BERNARTE	ADMINISTRATIVE AIDE IV
TARA, BASA! TUTORING PROGRAM - RPMO	PAULINE GRACE D P. SORIANO	PROJECT DEVELOPMENT OFFICER II
	JOVILYN P. TORION as Alternate	ADMINISTRATIVE ASSISTANT III
EPAHP - RPMO	OLAIDA MARIE V. MALONZO	PROJECT DEVELOPMENT OFFICER IV
PAG ABOT	RACHELLE ANGELINE RONQUILLO	PROJECT DEVELOPMENT OFFICER II
ADMINISTRATIVE DIVISION		
OFFICE OF THE ADMINISTRATIVE DIVISION CHIEF	MARA S. GARMA	ADMINISTRATIVE ASSISTANT II
PROCUREMENT SECTION	LOIDA G. NEPASCUA	ADMINISTRATIVE ASSISTANT II
BUILDING AND GROUNDS MANAGEMENT SECTION	DIANA ROSE P. HERNANDEZ	FINANCIAL ANALYST II
RECORDS AND ARCHIVES MANAGEMENT SECTION	ARTLEN JAY DUNGCA	ADMINISTRATIVE ASSISTANT II
FINANCIAL MANAGEMENT DIVISION		
OFFICE OF THE DIVISION CHIEF	IRA JIEL G. YUZON	SOCIAL WELFARE AIDE
DIGITAL PAYMENT TASK FORCE	ERRYKA Q. FERNANDO	ADMINISTRATIVE ASSISTANT II
BUDGET SECTION	YNNA ANDREA CAINGLET QUIC	ADMINISTRATIVE OFFICER IV
HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT DIVISION		
HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT DIVISION - ODC	MICHAEL ANGELO B. PARAS	ADMINISTRATIVE OFFICER IV
	SHALIZA S. SANCHEZ as Alternate	ADMINISTRATIVE ASSISTANT II
DISASTER RESPONSE AND MANAGEMENT DIVISION		
OFFICE OF THE DIVISION CHIEF	JOYCE ANN D. PUNO	ADMINISTRATIVE ASSISTANT III
REGIONAL RESOURCE OPERATION SECTION	WESLY AXLE B. DABUB	ADMINISTRATIVE ASSISTANT II
DISASTER RESPONSE INFORMATION & MANAGEMENT SECTION	MIZRACH FYM B. FALLORIN	ADMINISTRATIVE ASSISTANT III

DISASTER RESPONSE AND REHABILITATION SECTION	MARINEL D. CATU	PROJECT DEVELOPMENT OFFICER II
DISASTER RESPONSE OPERATIONS AND MANAGEMENT DIVISION – SWAD PAMPANGA	JAMES FERDINAND A. PANGILINAN	PROJECT DEVELOPMENT OFFICER II
DISASTER RESPONSE AND LOGISTICS MANAGEMENT DIVISION BULACAN	KENO YARCIA	PROJECT DEVELOPMENT OFFICER II
DISASTER RESPONSE AND LOGISTICS MANAGEMENT DIVISION - BATAAN	ELOISA JOY EBUNA	WAREHOUSEMAN II
DISASTER RESPONSE AND LOGISTICS MANAGEMENT DIVISION – NUEVA ECIJA	STEELY DAN REYES	PROJECT DEVELOPMENT OFFICER II
PANTAWID FAMILYANG PILIPINO PROGRAM MANAGEMENT OFFICE		
SWAD PAMPANGA	PRINCESS MARY CHRISTINE C. MELENDEZ	COMMUNITY DEVELOPMENT ASSISTANT II
PROMOTIVE SERVICES DIVISION		
OFFICE OF THE DIVISION CHIEF	KYLE M. VILLAMARTIN	ADMINISTRATIVE ASSISTANT II
KALAH-CIDSS	JOHN PAUL M. CUNANAN	ADMINISTRATIVE OFFICER IV
KALAH-CIDSS SAN CLEMENTE TARLAC	PHENALYN MANZANO	AREA COORDINATOR
SUSTAINABLE LIVELIHOOD PROGRAM - RO	JHON CARLO S. MANIO	ADMINISTRATIVE ASSISTANT II
KALAH-CIDSS MASANTOL PAMPANGA	IRA RICA MALABANAN	AREA COORDINATOR
KALAH-CIDSS CAPAS, TARLAC	DAISY MAE L. DE TASA	AREA COORDINATOR
SUSTAINABLE LIVELIHOOD PROGRAM - SWAD NUEVA ECIJA	KEVIN P. CAPINPIN	PROJECT DEVELOPMENT OFFICER II
SUSTAINABLE LIVELIHOOD PROGRAM - SWAD PAMPANGA	MARK ALVIN R. MERCADO	PROJECT DEVELOPMENT OFFICER II
SUSTAINABLE LIVELIHOOD PROGRAM - SWAD AURORA	ALYSSA MARIE B. NIPAL	ADMINISTRATIVE ASSISTANT II
SUSTAINABLE LIVELIHOOD PROGRAM - SWAD BULACAN	MARY JOY M. BANTOG	ADMINISTRATIVE ASSISTANT II

SUSTAINABLE LIVELIHOOD PROGRAM - UNIT RO	DERRIK Z. SANTOS	ADMINISTRATIVE ASSISTANT II
SUSTAINABLE LIVELIHOOD PROGRAM – SWAD ZAMBALES	IAN CYDRONE F. PASCUA	ADMINISTRATIVE ASSISTANT II
SUSTAINABLE LIVELIHOOD PROGRAM - BATAAN	MA. SALOME R. ORDONIO	ADMINISTRATIVE ASSISTANT II
PROTECTIVE SERVICES DIVISION		
OFFICE OF THE DIVISION CHIEF	HAIZEL L. CASTAÑEDA	FINANCIAL ANALYST III
CRISIS INTERVENTION SECTION	EDWIN P. PARUNGO	ADMINISTRATIVE ASSISTANT II
REGIONAL SOCIAL PENSION UNIT	NOREEN S. UMLAS	PROJECT DEVELOPMENT OFFICER III
COMBASED - SUPPLEMENTARY FEEDING PROGRAM UNIT	JHOY CELINE A. NEPOMUCENO	ADMINISTRATIVE ASSISTANT II
SWADs		
SWAD AURORA - AICS	CHERRYFE S. BALSAMO	ADMINISTRATIVE ASSISTANT II
	IVAN CARLO G. TINIO as Alternate	ADMINISTRATIVE ASSISTANT II
SWAD AURORA – SOCIAL PENSION	ARLENE B. PANGILINAN	ADMINISTRATIVE ASSISTANT III
SWAD BATAAN – AICS	JUVIE G. REYES	SOCIAL WELFARE ASSISTANT
	GLENA MAE Y. PARUNGAO	SOCIAL WELFARE ASSISTANT
SWAD BULACAN - AICS	ROCHELLE L. MANGAMPO	ADMINISTRATIVE ASSISTANT I
SWAD PAMPANGA - AICS	JUDITH D. MANALASTAS	PROJECT DEVELOPMENT I
	JERIC, BITUIN CAYANAN	ADMINISTRATIVE ASSISTANT II
SWAD PAMPANGA - SOCIAL PENSION	LEONCITO R. SALONGA	ADMINISTRATIVE ASSISTANT III
SWAD NUEVA ECIJA - AICS	MICHAEL VINCENT M. BATI	ADMINISTRATIVE ASSISTANT II
SWAD TARLAC - AICS	NORILYN B. MILLADO	ADMINISTRATIVE ASSISTANT II
SWAD IBA, ZAMBALES	PAULINE MARY D SAMONTE	SOCIAL WELFARE OFFICER II
SWAD ZAMBALES AICS	RICHELLE L. BERSABAL	ADMINISTRATIVE ASSISTANT II
ZAMBALES SOCIAL PENSION	KISSIMEE KHYLE L. ANGELES	ADMINISTRATIVE ASSISTANT III

CENTERS AND RESIDENTIAL CARE FACILITIES CENTERS		
AMOR VILLAGE CENTER	NORY MARK B. BRITANICO	ADMINISTRATIVE ASSISTANT III
TARLAC LINGAP CENTER	KATHLEEN D. PARTIDO	ADMINISTRATIVE ASSISTANT III
REGIONAL HOME FOR GIRLS	RAMOS RONALD DAVID	ADMINISTRATIVE AIDE VI

ROLES AND RESPONSIBILITIES:

Roles and Responsibilities of Designated Verifiers:

1. Verification of DTRs:

- Ensure the accuracy and completeness of the DTRs submitted by employees within their offices.
- In charged with the approving of any time adjustments requested by concerned personnel if there is any and validate the aforementioned adjustment in accordance with the provided documents such as Logbooks, pass slip, Regional Special Order (RSO), locator slip and the like.
- Verify that the recorded time entries are aligned with the actual hours worked by the employees.
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- Attend training or briefing sessions related to DTR verification as required.

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The designation of the COS Workers shall LAPSE upon expiration or end of his/her contract of service.

Previous orders or issuances inconsistent herewith are hereby amended and/or revoked accordingly.

Let copies of this Order be distributed to all Offices in the Field Office III for information and guidance.


Issued this _____ day of _____, 2025 at the City of San Fernando, Pampanga.



Digitally signed by Morales
Jennifer Campang
Date: 2025.01.05 22:17:21
+08'00'

JENNIFER C. MORALES

APPROVED/DISAPPROVED



DIR. VENUS F. REBULDELA
Regional Director