

MEMORANDUM

TO : ALL DSWD FIELD OFFICE III PERSONNEL

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

**SUBJECT : INVITATION TO VIRTUAL ORIENTATION ON VERIFYING
eDTR USING THE ATTENDANCE LOG MODULE (ALM)**

DATE : 07 JAN 2025

The Personnel Administration Section (PAS) will conduct a virtual orientation on the navigation and verification process of Electronic Daily Time Records (eDTR) using the Attendance Log Module (ALM) that will be held on **10 January 2025 10:00 am** via Google Meet through this link <https://meet.google.com/wph-ozkx-fqn>.

The primary objective of the orientation is to provide the designated verifiers with the necessary information and guidance on how to properly validate supporting documents (e.g. duly approved RSOs, Travel order, Leave Form, Locator Slip, Accomplishment Report and the like) uploaded on the Attendance Log Module specific to their office. This session is essential for ensuring that all verifiers are adequately prepared to perform their responsibilities effectively.

Verifiers are encouraged to ensure their availability for this important orientation. Should there be any questions or need for further assistance, they may reach out to the Personnel Administration Section, local number 129.

Thank you for your attention and cooperation.


JENNIFER C. MORALES^r