



DEPARTMENT of SOCIAL WELFARE and DEVELOPMENT
Information Management Bureau

021916-020

INTER-OFFICE MEMORANDUM

File/Ref. No. 20206048/brmdleon

Date: March 1, 2016

FOR : **DIR. GIL DENNIS A. RAPOSA**
Director IV, Sustainable Livelihood Program

FROM : **THE ASSISTANT SECRETARY**
Officer-in-Charge, IMB

SUBJECT : **Re: Request for Creation of Official Livelihood e-Mail Address for Negros Island Region**

In reference to the memorandum dated 19 February 2016 re the above mentioned-subject, this is to inform you that we have successfully created the DSWD email account for FONIR-Livelihood Unit. The newly created account is livelihood.fonir@dswd.gov.ph.

The user can now access the said email account via the following link: <http://mail.dswd.gov.ph>

Please inform the concerned staff to contact IMB at 9318085 or local 128 for the default password since it is considered as highly confidential. Please be advised that the user must change the default password once logged in.

For your reference.

Thank you.


NOEL M. MACALALAD