

**MEMORANDUM**

**FOR : ALL FMS CONCERNED PERSONNEL**

**FROM : THE DIRECTOR IV**  
Financial Management Service

**SUBJECT : AUTHORITY OF FMS MOA/COS OF SERVICE (COS) TO  
PERFORM WORK FROM HOME ON 10 AND 11 JUNE 2024**

**DATE : 10 JUNE 2024**

The following Financial Management Service (FMS) MOA/COS are hereby authorized to perform adoption of Work From Home flexible work arrangement on 10 and 11 June 2024 in compliance with the Memorandum from the Secretary dated 07 June 2024.

<b>June 10, 2024 (Monday)</b>		
<b>Name</b>	<b>Position</b>	<b>Expected Output</b>
<b>Office of the Director</b>		
Jackielyn S. Santos	Administrative Officer V	Draft the memo for the cascading session for the Time and motion Study; Draft the Plan for review of the processes per Division; Act on the Director's directives
<b>Cash Division</b>		
Dianne T. Linghon	Administrative Assistant III	Entered of ADA No. to CAUMS under Fund 101. Update monitoring of LLCPOR CY 2024.. Answered queries of service providers regarding to their collections thru phone all/messages/viber. Emailed service provider regarding their pending list of payment without Official receipt.
<b>Grants Division</b>		
Jebelyn S. Dublon	Computer Programmer II	Developed Bulk import facility for the iABCIS - Modification Module Provided Technical Assistance Attended the Initial Presentation of the Beneficiary Transaction Account Information [BTS] Pantawid API

Dandrev T. Nasi	Computer Programmer II	Fixed the total amount bug error in reallocating funds for create and update RA. - Reallocation Module  Developed Without Cash Card - Retrieving of all non-cash-cards payroll in - Review import/exporting of CSV payrolls
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<b>June 11, 2024 (Tuesday)</b>		
<b>Name</b>	<b>Position</b>	<b>Expected Output</b>
<b>Office of the Director</b>		
Hazel R. Baladjay	Administrative Officer II	Finalize the FMS Workforce Proposal effective the Directors comment; Act on the Director's directives
Joeffrey Sevillejo	Administrative Aide VI	Finalize the Budget Utilization Report and monitoring system Act on the Director's directives
<b>Budget Division for Regular Program</b>		
Molo, Lian Paul D.	Administrative Aide IV	Collating Field offices SAOB under Continuing for submission to the Program Management Bureau.
<b>Budget Division for Special Project</b>		
Prince Jan Vincent B. Paynor	Financial Analyst III	WFP Utilization KC-PMNP and AF-KC-NCDDP
<b>Grants Division</b>		
Jebelyn S. Dublon	Computer Programmer II	Debugged findings of the iABCIS - Accounting Certification Module Developed Enhancement requests of the iABCIS - Accounting Certification Module as requested by Business Owner Provided Technical Assistance
Benjie Salvador B. Alcantara	Information Systems Analyst I	Finalization of iABCIS Use Case iABCIS System Testing Provide Technical Assistance Creation of FMS (FYI) FAQs POSTER

All FMS MOA/COS workers shall accomplish the Individual Daily Log and Accomplishment Report as a proof of the services rendered and basis for payment of salary/cost of service, and shall be available during the eight (8) regular working hours.

**WAYNE C. BELIZAR**