

**MEMORANDUM NO: 0015-2018**

**TO: ALL CONCERNED**

**FROM: GM VICENTE VIC B. ROBOSA**

**DATE: September 24, 2018**

**SUBJECT: *SUBMISSION OF SWORN STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN)***

In compliance with RA No. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees, be reminded of the annual filing of *Statement of Assets, Liabilities and Networth (SALN) including Disclosure of Business Interests and Financial Connections as of December 31, 2018.*

Please take note of the following reminders in accomplishing your SALN form:

- If the spouse is not in the government service, he/she is still required to affix his/her full signature on the space provided just below the certification. In case of non-compliance, an explanation letter addressed to the General Manager or any valid document must be attached together with the SALN form.
- The declarant is strictly required to fill-up applicable information on the SALN form. Otherwise, such items should be marked with "N/A" or "not applicable".
- Entries may be filled-up through handwriting provided that all entries should be in block capital format or via typewriter/computer. *PHOTOCOPIED ACCOMPLISHED SALN WILL NOT BE ACCEPTED.*
- Additional sheets may be used, if necessary, using the prescribed form.
- Newly hired permanent employees must also file the SALN covering the effectivity date of appointment.

Six (6) copies of SALN form must be *properly endorsed by the Review and Compliance Committee to the HRMO designate not later than 10<sup>th</sup> March of each year* to ensure correctness on the manner of filling-up before endorsing for notarization. For employee whose spouse is the declarant, he/she is still required to provide the office two (2) original copies of their notarized SALN.

For your information and strict compliance.

**VICENTE VIC B. ROBOSA**  
General Manager C

