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OFFICE MEMORANDUM

Memorandum No.: 20-01-007

To : ALL REGULAR EMPLOYEES

From : GM REY J. VARGAS

SUBJECT : SALN AGENCY REVIEW AND COMPLIANCE PROCEDURE

Date : January 30, 2020

As prescribed in CSC Memorandum Circular No. 3 series of 2015, you are hereby directed to submit your Statement of Assets, Liabilities and Net worth to the Administrative and General Services Department through the Admin and Human Resources Division as soon as possible.

For your reference and guidance, attached herewith is the *Guidelines in the Review and Compliance Procedures in the filing and submission of Statement of Assets, Liabilities and Net worth and disclosure of business interest and financial connections*. Please be guided accordingly.

For your compliance

REY J. VARGAS
General Manager B

CC:

- Engineering and Operations
- Construction and Maintenance
- Planning and Water Resources
- CASD
- Admin
- HR