



OFFICE MEMORANDUM

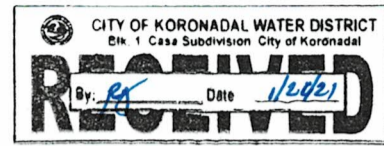
Memorandum No.: 21-01-002

To : ALL REGULAR EMPLOYEES

From : GM REY J. VARGAS

SUBJECT : SALN AGENCY REVIEW AND COMPLIANCE PROCEDURE

Date : January 25, 2021



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:
- Admin and General Services Dept.**
  - GSD
  - AHRD
  - Finance and Commercial Department**
  - ABCM RECEIVED: P.G. TORNALES
  - CASD
  - Engineering and Operations Department**
  - Construction and Maintenance
  - Planning and Water Resources