



OFFICE MEMORANDUM

Memorandum No.: 24-01-001

To : ALL PERMANENT EMPLOYEES

From : GM BENJIE G. ESPINOSA

SUBJECT : SALN AGENCY REVIEW AND COMPLIANCE PROCEDURE

Date : January 8, 2024

As prescribed in CSC Memorandum Circular No. 3 series of 2015, to enjoin all public officers and employees to declare and submit annually a true, detailed and sworn statement of their assets, liabilities and net worth, including disclosure of business interests and financial connections, and to declare to the best of their knowledge their relatives who are in government service and to ensure that the assets, liabilities, net worth, financial connections and business interests of the declarant's spouse and unmarried children below eighteen (18) years of age living in declarant's household are also disclosed, **you are hereby directed to submit your Statement of Assets, Liabilities and Net worth (SALN) in four (4) legible copies** to the Administrative and General Services Department through the Admin and Human Resources Division not later than **March 27, 2024, 12:00 NN**.

Employees are strictly required to fill in all applicable information and/or make a true and detailed statement in their SALNs. Items not applicable should be marked N/A (not applicable).

Failure to correct/submit SALN in accordance with the procedure and within the given period shall be a ground for disciplinary action.

For your reference and guidance, you may check the attached *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


ATTY. BENJIE G. ESPINOSA
General Manager B

CC:
Admin and General Services Dept.
AHRD
Finance and Commercial Department
Engineering and Operations Department