




DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Field Office IV- MiMaRoPa
1680 F. T. Benitez St. corner Malvar St., Malate, Manila

MEMORANDUM		File/Reference No.	
		Date	January 4, 2019
FOR	ALL OFFICIALS AND EMPLOYEES		
FROM	 WILMA D. NAVIAMOS, CESO III Regional Director		
SUBJECT	ANNUAL SUBMISSION OF PDS AND SALN		

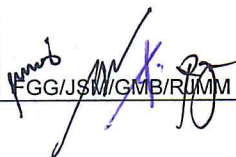
Submission of updated PDS is the government's way of getting the basic and latent information from all government employees regardless of nature of engagement e.g. Civil Status, Educational Attainment, Eligibility, Work Experience, Consanguinity and Affinity and Trainings Attended.

In line with this, **everyone is required to submit a copy of their PDS on or before January 31, 2019.** All employees only need to submit one (1) updated copy which will be filed in the 201 records. Please be reminded that you need to attach your updated picture (recent passport size picture with complete and handwritten name tag and signature over printed name), affix your thumb mark and signature, and lastly, please have the PDS printed back to back. Attached is the guidelines on filling out the PDS for reference.

Moreover, all Contractual and Permanent employees have to submit their Statement of Assets, Liabilities and Net Worth (SALN) in compliance to Republic Act 6713 (Code of Conduct and Ethical Standards for Public Officials). SALN must contain the declaration of assets (i.e., land, vehicles, etc) and liabilities (i.e., loans, debts, etc), including business and financial interests, of an official/employee, of his or her spouse, and of his or her unmarried children under 18 years old still living in their parents' households. Please also be reminded that the submission of SALN is part of the requirements to the Performance-Based Bonus eligibility.

SALN must be submitted to Personnel Unit on or before February 15, 2019. Attached is the sample template of SALN form for reference. Non-compliance on the said deadline shall mean disqualification from receiving Performance-based Bonus as this document will be submitted to constitutional and oversight agencies like the Office of Ombudsman and Civil Service Commission.

Thank you for your cooperation and we are looking forward to your immediate compliance.


FGG/JSW/GMB/RUMM