



DSWD

Department of Social Welfare and Development

Field Office MIMAROPA

INTERNAL MEMORANDUM:

TO : ALL PERMANENT AND CONTRACTUAL EMPLOYEES

FROM : THE REGIONAL DIRECTOR

SUBJECT : STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) 2020 SUBMISSION

DATE : FEBRUARY 16, 2020

This refers to the submission of SALN as required by the Civil Service Commission (CSC). All permanent and contractual employees are requested to submit their accomplished SALN as of December 31, 2020 to Personnel Administration Section (PAS) **not later than March 5, 2021** in compliance to Republic Act 6713 or otherwise known as "**CODE OF CONDUCT AND ETHICAL STANDARDS FOR PUBLIC OFFICIALS AND EMPLOYEES**" under **Section 8. Statement and Disclosure**, to wit:

"Public officials and employees have an obligation to accomplish and submit declarations under oath of, and the public has the right to know, their assets, liabilities, net worth and financial and business interests including those of their spouses and of unmarried children under eighteen (18) years of age living in their households".

We encourage all to observe the proper and complete filling-up of the CSC SALN form 2015 as attached as well as the timeline for submission to give ample time for PAS to review, check and submit to Head of the Agency for signature.

Moreover, compliance to SALN submission is one of the requirements for the agency to be entitled to the Performance Based Bonus (PBB). Anent this, SALN 2020 submitted late to PAS on the said deadline will not be included in the list of staff entitled to PBB payment.

For your guidance and strict compliance.


FERNANDO R. DE VILLA JR., CESO III


JSM/GMB/NBF