HUMAN RESOURCE MEMO 2022-09-69

TO	:	**ALL CWD EMPLOYEES**
FROM	:	**GENERAL MANAGER**
SUBJECT	:	**SUBMISSION OF SWORN STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN) AS OF DECEMBER 31, 2022**

In compliance with R.A. No. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees, be reminded of the annual filing of Statement of Assets, Liabilities and Net Worth (SALN) including Disclosure of Business Interest and Financial Connections as of December 31, 2022.
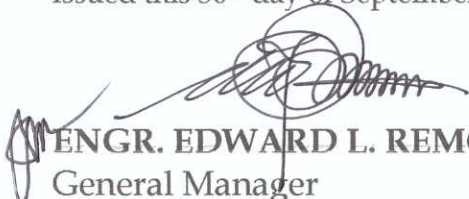
Kindly take note of the following reminders in accomplishing your SALN form:

- If the spouse is not in the government service, he/she is still required to affix his/her full signature on the space provided just below the certification. In case of non-compliance, an explanation letter addressed to the General Manager or any valid document must be attached together with the SALN Form.
- The declarant is strictly required to fill-up all applicable information on the SALN form. Otherwise, such items should be marked with "N/A" or "not applicable".
- Entries may be filled-up through handwriting provided that all entries should be in block capital format or via typewriter/computer. PHOTOCOPIED ACCOMPLISHED SALNs WILL NOT BE ACCEPTED.
- Additional sheets may be used, if necessary, using the prescribed form.
- Newly hired permanent employees for FY 2022 must also file the SALN covering the effectivity date of your appointment.

Two (2) copies of SALN form must be properly endorsed by the division to the Human Resource Management Officer not later than March 30, 2023, to ensure correctness on the manner of filling up before endorsing for notarization. For employees whose spouse is the declarant, he/she is still required to provide the office with two (2) original copies of their notarized SALN.

For your information and strict compliance.

Issued this 30th day of September 2022, Carcar City, Cebu, Philippines.

ENGR. EDWARD L. REMO
General Manager