



# CARCAR WATER DISTRICT

San Vicente St., Pob. I, Carcar City, Cebu, Philippines  
Tel. No. 520-4949  
[www.carcarwaterdistrict.gov.ph](http://www.carcarwaterdistrict.gov.ph)



Management System  
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## HUMAN RESOURCE MEMO 2025-01-09B

**TO :** EDDIES C. INOT  
CARMELIE A. CAMPUGAN  
ABIGAIL Y. GANZON

**FROM :** GENERAL MANAGER

**SUBJECT :** SALN REVIEW AND COMPLIANCE COMMITTEE (RCC)

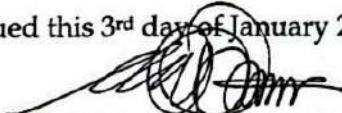
In the exigency of service, you will compose the SALN Review and Compliance Committee to review the SALN Forms submitted by the employees in accordance with the Review and Compliance Procedure in the Filing and Submission of the Statement of Assets, Liabilities, and Net worth (SALN) and Disclosure of Business Interests and Financial connections per CSC Memorandum Circular No. 10 s. 2006.

The SALN RCC shall have the following functions:

- Evaluate the filled-up SALN forms submitted by the employees to determine the timeliness of submission and the completeness of the information required using the official form;
- Recommend to the Head of Office for the issuance of an advisory/memorandum to set the deadline/s for the annual submission of SALN of all the CWD officers and employees as of December 31 of the previous year. The said advisory shall remind and update all officers and employees of the general guidelines and any pertinent changes in CSC rules and regulations in the preparation and submission of SALN;
- Resolve issues pertaining to compliance with the submission and filing of SALNs by all CWD officers and employees; and
- Perform such other functions as may be necessary to ensure compliance by CWD with all SALN-related concerns.

For your information and compliance.

Issued this 3<sup>rd</sup> day of January 2025, Carcar City, Cebu, Philippines.

  
ATTY. EDWARD L. REMO, CE, MPA  
General Manager




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