SMALL BUSINESS CORPORATION

MEMORANDUM
05 January 2021

To : **All Concerned Personnel**

From : SALN Review and Compliance Committee
HR Management and Development Group

Subject : **Statement of Assets, Liabilities and Networth as of 31 December 2020**

Pursuant to RA 6713 otherwise known as Code of Conduct and Ethical Standards for Public Officials and Employees, we would like to remind all concerned personnel on the submission of Statements of Assets, Liabilities and Networth for the Year 2020.

Failure of an official or employee to submit his/her SALN is punishable under Section 46 (D) (8), Revised Rules on Administrative Cases in the Civil Service, with the following penalties:

1st Offense - Suspension for one (1) month and one (1) day to six (6) months
2nd Offense - Dismissal from the service

In this regard, please submit **three (3) original copies** of duly accomplished and signed SALN to Ms. Christy B. Villanueva **not later than 31 March 2021. *SALN must be printed in A4 size bond paper.***

We also advise all officers and employees to carefully review your respective SALN thoroughly prior to your submission. **The declarant is strictly required to fill all applicable information in the SALN form. Otherwise, such items should be marked with "N/A" or "not applicable". To ensure the filing of complete, detailed, and accurate SALNs, the declarant is strictly enjoined to follow the CSC Guidelines in Filling Out of the SALN Form and refer to the FAQs on SALN.** Please note that the responsibility of the Review and Compliance Committee is merely to receive the SALN and to evaluate if the same has been submitted on time and to determine whether said statements has been properly accomplished and in proper form.

HRMDG will send the e-copies of below listed documents to employees' respective webmail:

- SALN Form-1
- SALN Additional Sheets
    - for the exclusive properties of the declarant's spouse and unmarried children below eighteen (18) years of age living in declarant's household
    - for the exclusive properties of the declarant
- Guidelines in Filling Out of the SALN Form
- Frequently Asked Question (FAQs) on SALN

In case, you have not received the above listed documents, please coordinate with Ms. Rayka Rizza M. Aman at HRMDG local no. 1741. For other assistance, please feel free to call SALN Review and Compliance Committee:

Name	Position	Local No.
Atty. Jessie R. Reotutar	Chairman	1841
Christy B. Villanueva	Member	1751
Gia F. Estrella	Member	1842

For strict compliance.

ATTY. JESSIE R. REOTUTAR
Chairman, SALN Review and Compliance Committee

JOSEFINA P. FLORES
Group Head, HRMDG