

DRN: PAS-0072024-008**MEMORANDUM**

FOR : **ALL OFFICIALS, PERMANENT, CONTRACTUAL AND CASUAL EMPLOYEES**
DSWD-NCR

FROM : **THE REGIONAL DIRECTOR**
DSWD-NCR

SUBJECT : **SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN) FOR CY 2023**

DATE : **12 JANUARY 2024**

This has reference to the submission of Statement of Assets, Liabilities and Net Worth (SALN) as stated in the Section 8 of Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees) which requires the declarant to "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;"

Relative to this, with the full implementation of the web-based electronic filing system for Statement of Assets, Liabilities, and Net Worth (e-SALN) of government officials and employees, please submit **four (4)** copies of duly completed SALN to Personnel Administration Section on or before **January 31, 2024** for onward submission of all original copies of the SALN along with the corresponding electronic/scanned copies to the Office of the Ombudsman.

Please be informed that the copies of SALN should be printed **double sided** in a **Legal Size** paper. Attached in this memorandum is a copy of the SALN for your reference.

Given the foregoing, failure to submit the duly completed SALN within the prescribed timeline may constitute a violation of the office rules and regulations, and may result in appropriate Human Resource action.

Should there be further queries, you may reach Ms. Mary Grace M. Mahusay of Personnel Administration Section at telephone numbers (02) 8310-07-25 or (02) 8733-00-10 Loc. 211.

For your information and strict compliance.

MICHAEL JOSEPH J. LORICO


BBG/LVG/AM/L

