

DRN: **PAS-A-COMM-22-01-16813-S****MEMORANDUM**

TO : **MR. ENRIQUE H. GASCON JR.**
OIC Assistant Regional Director for Administration

MS. AMELYN P. CABRERA
OIC Assistant Regional Director for Operations

MS. MARY ANN G. BUCLAO
OIC Division Chief, Policy and Plans Division

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

SUBJECT : **PY 2021 SALN SUBMISSION**

DATE : **26 JANUARY 2022**

This is to require the annual submission of each permanent, contractual, casual employee's Statement of Assets, Liabilities and Net Worth (*pursuant to CSC MC No. 3, dated February 17, 2015 and MC No. 2, from the Office of the Ombudsman dated October 19, 2017*) for PY 2021. Please submit the duly accomplished SALNs to the Personnel Administration Section (PAS) on or before the close of office hours on **March 31, 2022**.

Hereunder are the basic tips in accomplishing the SALNs:

1. Two (2) originally signed SALNs.
2. Printed in double duplex (back-to-back) in a long bond paper (8.5" x 13").
3. All entries must be filled. Do not leave blank entries. Put "N/A" if not applicable.
4. Applicable period for your SALN should be **December 31, 2021**.
5. All pages of the SALN must be initialed/signed by the declarant.

The SALN form alongside the additional sheets for filling-up the SALN and copy of Circulars mentioned above are attached together this letter and/or are available in the File Share Folder: 8.5.4.4.3.

We trust that the foregoing will be cascaded to all employees and workers effectively. Inquiries and clarifications should be coursed through the PAS.

Thank you.

ARNEL B. GARCIA, CESO II

ABG/EHQJR/RRF/JAG/james

