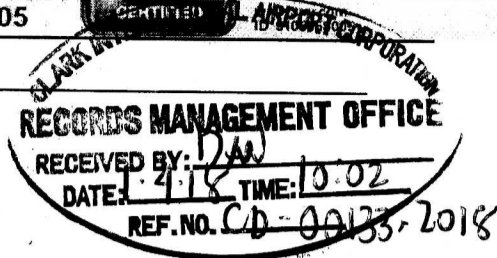




MEMORANDUM

FOR : ALL CIAC OFFICERS & EMPLOYEES
SUBJECT : SUBMISSION OF 2017 SALN FORMS
FROM : GAN / MANAGER-HRD
DATE : 29 DECEMBER 2017



Please be reminded of the annual submission of our Statement of Assets, Liabilities and Net Worth (SALNs). The deadline for the submission of the 2017 SALNs is set earlier to allow checking of our conformity with the directions of the Office of the Ombudsman.


As such, may I respectfully request all officers & employees to accomplish their respective SALN observing the following reminders below:

- Correct SALN Form.** Please see attachment. The sample form may also be accessed at \\ciacdatasvr\common\HRD\SALN 2016. The correct SALN Form bears the following mark on the upper right corner:
 - Revised as of January 2015
 - Per CSC Resolution No. 1500088
 - Promulgated on January 23, 2015
- Filling up of the form.** It should be handwritten, computerized OR typewritten.
- No erasures.** Corrections, even when initialled are not permitted.
- Blank Spaces.** Fill all applicable information in the SALN form. Otherwise, such items should be marked with "N/A" or "not applicable."
- Black Ink.** ONLY black ink is permitted, including your signature.
- No. of Copies: Only One (1) ORIGINAL**
- Pagination.** In order to prevent unauthorized insertions or pulling out of pages, pagination shall read as page 1 of number of pages, page 2 of number of pages, and so on.
- Markings.** No unnecessary markings shall be made on the form.
- SALN Year.** It should be as of **December 31, 2017**
- Joint or Separate Filing.** Please tick (Check mark) if Joint or Separate Filing. In case of joint filing, the information pertaining to the spouse should be properly filled out.
- Declarant's Information.** Fill-out the necessary details including the **COMPLETE ADDRESS**.
- Real properties.** If there are declared properties, indicate the complete information; especially on the following where errors are common among the declarants:
 - Exact Location.
 - Assessed Value & Current Fair Market ValueThe reference for information pertaining to Real Properties should be derived from the Tax Declaration of Real Property issued by the local Assessor's Office.
- Person Administering Oath.** At the last page, bottom right corner, please place above the Person Administering Oath:

GERRY A. NAGUIT
MANAGER-HRD
(Person Administering Oath)

The Deadline for submission of your SALN is on **15 January 2018**. For any clarification, please coordinate with **Nancy P. Pasamonte** at **CIAC HRD Local 755**.

For compliance.


JANICE D. RAYMUNDO
Officer-In-Charge
Human Resource Department

