



Republic of the Philippines
DAVAO CITY WATER DISTRICT

Km. 2.5, MacArthur Highway, Matina, Davao City
Tel. Nos.: (082) 235-3293 (connecting all departments)
(082) 297-3293 (Central Information Unit / Call Center)
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Website: www.davao-water.gov.ph

OFFICE MEMO

OM No. : HRD-2019-0115-02

TO : All DCWD Permanent Employees

FROM : The General Manager

SUBJECT : **SUBMISSION OF SWORN STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN) AS OF DECEMBER 31, 2018**

DATE : January 15, 2019

In compliance with RA No. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees, be reminded of the annual filing of Statement of Assets, Liabilities and NetWorth (SALN) including Disclosure of Business Interests and Financial Connections as of December 31, 2018.

Kindly take note of the following reminders in accomplishing your SALN form:

- Spouses who are both in the government service shall have the option to file their SALN either jointly or separately. In case of joint filing, the spouse (declarant) from other government agency shall also provide the office two (2) original copies of notarized SALN form.
- For married employees whose spouse is not in the government service, they are still required to sign the SALN form. In case of non-compliance, an explanation letter or valid document must be attached together with the SALN form.
- The declarant is strictly required to fill all applicable information. Otherwise, such items should be marked with "N/A" or "not applicable".
- Filling up of SALN form may be computerized or handwritten provided that all entries should be in block capital format.
- Additional sheets may be used, if necessary, using the prescribed form.

The same SALN form used last year shall be used for this purpose (refer to attached forms). **Six (6) copies of SALN form must be properly endorsed by department to the Human Resource Department not later than March 1, 2019** to ensure correctness on the manner of filling-up before endorsing to the Legal Department for notarization.

Attached are the Agency Review and Compliance Procedure of SALN for your reference.

For your information and strict compliance.


ENGR. EDWIN V. REGALADO, MPA

Human Resource Department

1/15/2019



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