

MEMORANDUM**TO : All Officials and Employees
DSWD, Field Office IX****FROM : The Office of the Field Director****SUBJECT : Filing of Sworn Statement of Assets, Liabilities and Net Worth (SALN)
for CY 2019****DATE : January 14, 2020**

In compliance to **Republic Act No. 6713**, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees, please be informed that the deadline for submission / filing of 2019 Annual Sworn Statement of Assets, Liabilities and Net Worth (SALN) to Central Office and to Ombudsman as well, will be on February 24, 2020.

Who must file?

"Public Officials and Employees, whether Regular, or under Temporary, Contractual and Casual status are required to file SALN."

SALN must be accomplished in triplicate copies, original signed and subscribed by the person administering the oath.

Failure to submit on the deadline as stated in RA 6713 shall be fined not exceeding the equivalent of six (6) months' salary, suspended not exceeding one (1) year, or removed from the office depending on the gravity of the offence.

Everyone is therefore enjoined to properly and accurately accomplish the SALN. For Joint - Filers, please ensure that both spouses shall affix their corresponding signatories.

[Deadline for submission to the FO-Personnel Unit will be on February 19, 2020.]

For strict compliance.


FATIMA S. CAMINAN