

MEMORANDUM

To: **All Employees**

Date: **13 February 2020**

Cc:

Ref:

Code:

Submission of SALN for CY 2019

All employees are directed to submit to the HRD four (4) original copies of their properly accomplished Statement of Assets, Liabilities and Net Worth (SALN) as of 31 December 2019 on or before **Friday, 13 March 2020, 5:00 p.m.**

Attached is the SALN form for ready reference.

For strict compliance.


Joy Anne N. Garcia
Human Resources Manager

Noted:


Josephine Cassandra J. Cui
Vice President for Corporate Services