

**MEMORANDUM**

To: **All Employees**

Date: **17 February 2021**

Cc:

Ref:

Code:

**Submission of SALN for CY 2020**

All employees are directed to submit to the HRD six (6) original copies of their properly accomplished Statement of Assets, Liabilities and Net Worth (SALN) as of 31 December 2020 on or before **12 March 2021 (Friday)**.

Attached is the SALN form for ready reference.

For strict compliance.



**JOYANNE N. GARCIA**  
*Human Resources Manager*