

DRN: III-FO-HRMDD-PAS-A-COMM-24-03-14969-S

MEMORANDAM

TO : ALL DIVISION CHIEFS

FROM : THE REGIONAL DIRECTOR

SUBJECT : REITERATION ON THE SUBMISSION OF SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN)

DATE : 06 MAR 2024

In line with our commitment to uphold integrity and transparency within the Department of Social Welfare and Development (DSWD) Field Office III, this memorandum serves as a reminder to all employees (***holding regular and contractual positions***) regarding the submission of their Sworn Statement of Assets, Liabilities, and Net Worth (SALN).

The submission of SALN is not only a constitutional obligation but also a means to promote a high standard of ethics in public service. As such, adherence to the following timelines is crucial:

- 1. For Newly Hired Employees:** You are required to file your SALN within thirty (30) days upon assumption of duty. This initial filing is crucial for documenting your baseline financial status as you begin your tenure with us.
- 2. Annual Filing:** All employees are reminded to submit their annual SALN on or before April 30 of each year, or earlier if specified by a subsequent memo. This annual submission is essential for monitoring any changes in your financial status, ensuring continuous compliance with regulatory requirements.
- 3. Upon Resignation or Separation:** Employees who resign or are separated from the service are required to submit their SALN within thirty (30) days from the date of resignation or separation. This final submission ensures that your financial disclosures are up to date at the end of your service with DSWD Field Office III.

Please be guided that failure to file the SALN within the specified periods may result in administrative sanctions, including but not limited to suspension or dismissal from service. It is imperative that all employees comply with these requirements to maintain the integrity and transparency of our operations.

Should you require assistance in filling out the form or have any inquiries regarding this matter, please do not hesitate to contact the PAS via local number 129

For your cooperation and compliance.


DIR. VENUS F. REBULDELA