



Management System
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MEMORANDUM

FOR : ALL CLARK INTERNATIONAL AIRPORT CORPORATION OFFICERS AND EMPLOYEES

DATE : 29 SEPTEMBER 2023

SUBJECT : AGENCY REVIEW AND COMPLIANCE PROCEDURE – STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) FOR THE YEAR 2023

- 1) Pursuant to Section 10 of the Code of Conduct and Ethical Standards for Public Officials and Employees (Republic Act No. 6713, and CSC Resolutions Nos. 1300455 and 1500088, all officers and employees are required to accomplish and submit their SALN for the year **2023 on or before 31 January 2024 (Wednesday)**.
- 2) The submitted SALN form shall be reviewed by the CIAC SALN Review and Compliance Committee whose members will be appointed by the CIAC President & Chief Executive Officer before the deadline of the submission of SALN to the Human Resources Department.
- 3) Upon review of the committee, the SALN shall be attested by the HRD Manager as authorized signatory and shall submit the SALNs to the Office of the Ombudsman **on or before 30 April 2024 (Tuesday)**.
- 4) In addition, below are the instructions and reminders in accomplishing the SALN form:
 - a) **Correct SALN FORM**
 - Please see attachment. The sample form may also be accessed at [\\ciacdatasvr\common\HRD\SALN 2023](#). The correct SALN form bears the following mark on the upper right corner:
 - ✓ Revised as of January 2015
 - ✓ Per CSC Resolution No. 1500088
 - ✓ Promulgated on January 23,2015
 - b) **Filling up of the form**
 - It should be handwritten, computerized or typewritten.
 - c) **No erasures**
 - Corrections, even when initialed are not permitted.
 - d) **Blank Spaces**
 - Fill all applicable information in the SALN form. Otherwise, such items should be marked with “N/A” or “not applicable”.



(+63) 45 599 - 2888 to 97



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Civil Aviation Complex
Clark Freeport Zone
Pampanga, Philippines 2023



ciac.gov.ph
publicaffairs@ciac.gov.ph



e) Black Ink

- ONLY black ink is permitted, including your **signature**.

f) Number of Copies

- Only One (1) **ORIGINAL**

g) Pagination

- In order to prevent unauthorized insertions or pulling out of pages, pagination shall read as page 1 of number of pages, page 2 of number of pages, and so on.

h) Markings

- No unnecessary markings shall be made on the form.

i) SALN Year

- It should be as of **December 31, 2023**.

j) Joint or Separate Filing

- Please tick (check mark) if Joint or Separate Filing. In case of joint filing, the information pertaining to the spouse should be properly filled out.

k) Declarant's Information

- Fill-out the necessary details including the **COMPLETE ADDRESS**.

l) Real Properties

- If there are declared properties, indicate the complete information; especially on the following where errors are common among the declarants:
 - ✓ Exact location
 - ✓ Assessed Value & Current Fair Market Value
- The reference for information pertaining to Real Properties should be derived from the Tax Declaration of Real Property issued by the local Assessor's Office.

m) Person Administering Oath

- At the last page, bottom right corner, please place above the Person Administering Oath:


GERRY A. NAGUIT
MANAGER-HRD

(Person Administering Oath)

- 5) Failure to submit the SALN within the required period shall be a ground for disciplinary action with a penalty of suspension of one (1) month and one (1) day to six (6) months for the first offense and dismissal from the service for the second offense as provided under CSC Resolution No. 1300173 dated 24 January 2013. Non-submission shall also disqualify the concerned personnel from receiving the Performance Based Bonus for the given year.





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6) For your guidance and strict compliance.

Gerry A. Naguit

GERRY A. NAGUIT
Manager, Human Resources Department

Noted by:

Nancy C. Paglinawan

NANCY C. PAGLINAWAN
Vice-President for Administration and Finance Group



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