



Special Order No. 2022-029

MEMORANDUM FROM THE OFFICE OF THE PRESIDENT AND CEO

TO : ALL CLARK INTERNATIONAL AIRPORT CORPORATION (CIAC) OFFICERS AND EMPLOYEES

SUBJECT : AGENCY REVIEW AND COMPLIANCE PROCEDURE – STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) FOR THE YEAR 2022

DATE : 27 September 2022

This is to inform that memorandum from the Office of the President and CEO on the Agency Review and Compliance Procedure for SALN 2021 issued last 16 September 2021, remains to be effective and in force until otherwise revoked.

Further, this is to inform that there are no changes in the CIAC SALN Review and Compliance Procedure for SALN 2021, except on the following:

- Submission of 2022 SALN is on or before 31 January 2023 (Tuesday)
- 2022 SALN Form can be accessed at \\ciacdatasvr\common\HRD\SALN 2022

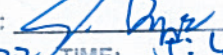
For your guidance and strict compliance.


DARWIN L. CUNANAN

Officer-In-Charge
Office of the President and CEO

CIAC-OP MEMO NO. 19-260

CLARK INTERNATIONAL AIRPORT CORPORATION
RECORDS MANAGEMENT OFFICE

RECEIVED BY: 
DATE: 9/28/22 TIME: 5:45pm.
REF. No. 00-00153-2022

Attachment: Agency Review and Compliance Procedure for SALN 2021 issued last 16 September 2021





CLARK INTERNATIONAL AIRPORT CORPORATION
RECORDS MANAGEMENT OFFICE

RECEIVED BY: *J. P. Reyes, Jr.*
DATE: *9/21/21* TIME: *4:26 pm.*
REF. No. *CO-00112-2021*



MEMORANDUM FROM THE OFFICE OF THE PRESIDENT AND CEO

TO : ALL CLARK INTERNATIONAL AIRPORT CORPORATION (CIAC) OFFICERS AND EMPLOYEES

SUBJECT : AGENCY REVIEW AND COMPLIANCE PROCEDURE – STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) FOR THE YEAR 2021

DATE : 16 September 2021

Reference: Accomplishment and submission of the Sworn 2021 SALN of all CIAC Officers and Employees

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 2021 **on or before 31 January 2022 (Monday)**.
2. The submitted SALN form shall be reviewed by the CIAC **SALN Review and Compliance Committee** which is composed of the following CIAC personnel:

Chairperson	:	DARWIN L. CUNANAN, AVP – SDCM
Members	:	GERRY A. NAGUIT, Manager – HRD
		JANICE D. RAYMUNDO, Assistant Manager – HRD
		ARIZZA G. TURLA, Sr. HR Officer – HRD
		MARICRIS M. SANTOS, HR Assistant
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 29 April 2022 (Friday)**.
4. In addition, below are the instructions and reminders in accomplishing the SALN form:
 - ☐ **Correct SALN Form.** Please see attachment. The sample form may also be accessed at \\ciacdatasvr\common\HRD\SALN 2021. 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
 - ☐ **Filling up of the form.** It should be handwritten, computerized **OR** typewritten.
 - ☐ **No erasures.** Corrections, even when initialed are not permitted.
 - ☐ **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



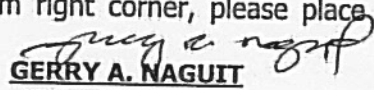
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Civil Aviation Complex
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Pampanga, Philippines 2023



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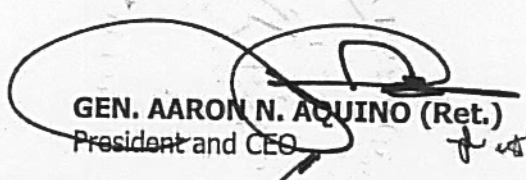


- ☐ **Black Ink.** ONLY black ink is permitted, including your **signature**.
 - ☐ **No. of Copies: Only One (1) ORIGINAL**
 - ☐ **Pagination.** In order to prevent unauthorized insertions or pulling out of pages, pagination shall read as page 1 of number of pages, page 2 of number of pages, and so on.
 - ☐ **Markings.** No unnecessary markings shall be made on the form.
 - **SALN Year.** It should be as of **31 December 2021**
 - **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.
 - **Declarant's Information.** Fill-out the necessary details including the **COMPLETE ADDRESS**.
 - **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.
- **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.

6. For your guidance and strict compliance.


GEN. AARON N. AQUINO (Ret.)
President and CEO

CIAC-OP MEMO NO. 01-211



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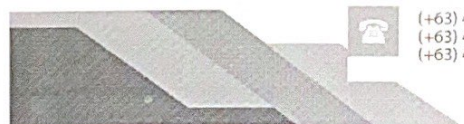


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Subject: AGENCY REVIEW AND COMPLIANCE PROCEDURE FOR SALN 2022
Date: September 29, 2022

	DEPARTMENT/OFFICE	RECEIVED BY:		DATE
		NAME	SIGNATURE	
1	Board of Directors Office / Office of the Corporate Secretary (CorSec)	NTZ	[Signature]	9/29/22
2	Internal Audit Department	JULY	[Signature]	30 Sept 22
3	Office of the President and CEO	Prima	[Signature]	SEP: 9 2022
4	BAC Secretariat (BAC)	Jam	[Signature]	SEP 29 2022
5	Safety and Environmental Management Office (SEMO)	EMM	[Signature]	9/30/22
6	Office of the Assistant Vice President for Legal Governance and Corporate Social Services (LGCSS)	Jean	[Signature]	9/29/22
7	Legal Services Department (LSD)	Rhia	[Signature]	9/29/22
8	Special Concerns Department (SCD)	Sent thru	[Signature]	9/30/22
9	Community Relations Department (ComRel)	ELUA	[Signature]	9-29-22
10	Office of the Assistant Vice President for Strategic Development and Corporate Management (SDCM)	KIM	[Signature]	29 SEPT. 2022
11	Corporate Planning Department (CorPlan)	ENPD	[Signature]	9/29/2022
12	Human Resources Department (HRD)	actin	[Signature]	09-29-22
13	HRD - Corporate Clinic	Zane	[Signature]	9-29-22
14	Quality Office (QO)	KIM	[Signature]	29 SEPT. 2022
15	Records Management Office (RMO)	MANNY	[Signature]	9/29/22
16	Management Information System (MIS)	JEFF	[Signature]	9-29-22
17	Corporate Communications Office (CCO)	JORD	[Signature]	9-29-22
18	Marketing Department	TRISH	[Signature]	9-29-22
19	Office of the VP for Finance & Administration Group	Josh	[Signature]	9/29/22
20	Accounting Department	chan	[Signature]	9/29/22
21	Provident Fund	Edwin	[Signature]	9/29/22
22	Treasury Department	marin	[Signature]	9/29/22
23	Property Department	ben	[Signature]	9/29/22
24	Motor Pool	NOU	[Signature]	9/29/22
25	Procurement Department	yam	[Signature]	SEP 29 2022
26	CIAC-Commission on Audit (COA)	Jan	[Signature]	09-29-22
27	Security Department	CHRIS	[Signature]	09-29-22
28	Engineering & Maintenance Department	REA	[Signature]	9/29/22



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