



**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT AND CEO**

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

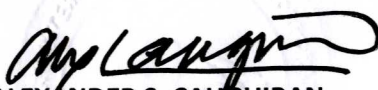
**SUBJECT :** AGENCY REVIEW AND COMPLIANCE PROCEDURE – STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) FOR THE YEAR 2018

**DATE :** 28 September 2018

**Reference: Accomplishment and submission of the Sworn 2018 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 CIAC officers and employees are required to accomplish and submit their SALN for the year 2018 **on or before 31 January 2019**.
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
	:	JEROME S. CRUZ, Sr. HR Officer – HRD
	:	ARIZZA G. TURLA, Sr. HR Officer – HRD
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 2019**.
4. 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.
5. For your guidance and strict compliance.

  
ALEXANDER S. CAUGUIRAN  
Officer-in-Charge  
Office of the President and CEO

