

**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 2019**

**DATE : 26 September 2019**

**Reference: Accomplishment and submission of the Sworn 2019 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 2019 **on or before 31 January 2020 (Friday)**.
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

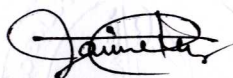
3. Upon review of the committee, the SALN shall be attested by the HRD Manager as authorized signatory and shall submit the SALNs to the Office of the Ombudsman **on or before 30 April 2020 (Thursday)**.
4. In addition, below are the instructions and reminders in accomplishing the SALN form:

- ☐ **Correct SALN Form.** Please see attachment. The sample form may also be accessed at <\\ciacdatasvr\common\HRD\SALN 2019>. 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."
- ☐ **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 2019**
- **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 ValueThe **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.



**JAIME ALBERTO C. MELO**  
Officer-in-Charge  
Office of the President and CEO

