

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.

