PDIC

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HUMAN RESOURCE GROUP

Office Circular No. _2021-021_

FOR : **All PDIC Employees**

FROM : The Vice President

SUBJECT : **SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) FOR CY 2020**

DATE : JANUARY 20, 2021

Pursuant to the *Code of Conduct and Ethical Standards for Public Officials and Employees* (Sec 8(A) RA 6713), all employees are required to file under oath their SALN as of December 31, 2020 using prescribed form.

In this regard, please accomplish the attached SALN Form on or before April 30, 2021, **in six (6) copies, all with original signatures**, and submit the same to Human Resource Administration Department, on the following dates:

DATE	UNITS
February 10	HRAD, ODD, TI, PPD, GSD, PrAD, ED I, ED II, ED III, ED IV, RD I & RD II
February 14	LSD I, LSD II, LSD III, LD, ID, ECD, LA Section, BSD & ERSD
February 18	RBMD I, RBMD II, RBMD III, RBMD IV, BTD, AMDD I, AMDD II, AMDD III, LMD I, LMD II, LMD III, AASD, RCLD & FCMD
February 24	PED, CPD, CSD, TD, ID, ISD, PAD, PD, PSD, AD, BDD, IAD I, IAD II, ITAD, CCD IRD, SDD, TSD OMBPS, OCS, CGO, & RMO
February 28	Offices of the VPs, SVPs and EVPs, OP & OBC

Early submission of SALNs will enable the Review and Compliance Committee (RCC) to conduct an appropriate review in line with **Civil Service Commission MC No. 3, s. 2013** before the same are submitted to the CSC on or before June 30, 2021.

To avoid the return of your SALN due to improper accomplishment of the form, please take time to read the **attached Frequently Asked Questions on the SALN and Guidelines** in Filling Out the SALN Form.

For your information and strict compliance.

ATTY. MA. ROSENNE M. FLORES-AVILA

Attachments:
SALN Form as of December 31, 2020
SALN Form Additional Sheet for the Declarant as of December 31, 2020
SALN Form Additional Sheet for exclusive properties of the declarant's spouse & unmarried children below (18) years of age living in declarant's household as of December 31, 2020
Frequently Asked Questions on the SALN
Guidelines in Filling Out the SALN Form