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HUMAN RESOURCE GROUP

Office Circular No. 2020-013

FOR : **ALL PDIC EMPLOYEES**
FROM : THE VICE PRESIDENT
SUBJECT : **SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) FOR CY 2019**
DATE : JANUARY 20, 2020

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, 2019 using prescribed form.

In this regard, please accomplish the attached SALN Form on or before April 30, 2020, **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, 2020.

To avoid the return of your SALN due to improper accomplishment of the form, please refer to 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, 2019
- SALN Form Additional Sheet for the Declarant as of December 31, 2019
- 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, 2019
- Frequently Asked Questions on the SALN
- Guidelines in Filling Out the SALN Form