



Republic of the Philippines
CARMONA WATER DISTRICT
(LWUA CCC No. 561)

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OFFICE MEMO

No. 08-2017

Date : January 31, 2017
To : All Divisions; Board of Directors
From : HR/Admin
Subject : **2016 SALN submission**

Please be guided by the schedule of the SALN submission below. We shall strictly follow the timelines which already incorporate enough lead time for checking the correctness of the filled-out forms.

February 1-15, 2017: Filling out of SALN form and submission to HR/Admin

February 16-23, 2017: Checking of correctness of entries, coordinating with employees, and securing sign off of General Manager (c/o HR/Admin)

February 24, 2017: Filling out and finalizing reports to be submitted (c/o HR/Admin)

February 27, 2017: Submission to Ombudsman and CSC (c/o HR/Admin)

Please get your 2016 SALN form and a copy of your 2015 SALN for your reference from HR/Admin.

For your strict compliance.

ALVIE R. DE LAS ALAS
Admin and HR Division Manager C

Noted by:

ENGR. ANILINE B. FRANCIA
General Manager