



Republic of the Philippines  
**CARMONA WATER DISTRICT**

(LWUA CCC No. 561)

Blk. 8, Lot 8, Joy St., Cityland Subdivision, Brgy. Mabuhay, Carmona, Cavite

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**OFFICE MEMO**

**No. 02-2019**

Date : March 1, 2019

To : **ALL EMPLOYEES**

From : Admin & Finance Division

Subject : **SUBMISSION OF STATEMENT OF LIABILITIES AND NETWORTH FY 2018**

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*Pursuant to the provisions of Rule VII of Section 12 of Republic Act No. 6713, otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees", Every official and employee, except those who serve in an official honorary capacity, without service credit or pay, temporary laborers and casual or temporary and contractual workers, shall file under oath their statements of assets, liabilities and networth and a disclosure of business interest and financial connections including those of their spouses and unmarried children under eighteen (18) years of age living in their households.*

Lahat ng kawani ng Carmona Water District ay kinakailangan na magpasa ng kanilang *Statement of Assets, Liabilities and Networths* (SALN). Mangyari lamang na sundin ang mga sumusunod:

March 11, 2019	–	Pagpapasa ng SALN sa HR/Admin Office
March 12-15, 2019	–	Pagsusuri sa katumpakan ng SALN ng mga kawani
March 18, 2019	–	Pagsusumite kay GM para sa pagpirma

Pumunta lamang po sa HR/Admin office para kumuha ng SALN form.

Para sa inyong mahigpit na pagsunod.

  
**CARLO JAY C. MANANSALA**  
HRMO, IRMO-B

Noted by:

  
**JOEMAR G. CUNANAN**  
Division Manager B, Admin & Finance