



OFFICE MEMORANDUM NO. 01-2024

DATE: January 3, 2024
TO: All employees thru Division Heads
RE: **SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) FOR THE YEAR 2023**

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 inaatasan na magpasa ng kanilang **Statement of Assets, Liabilities and Networths (SALN) as of December 31, 2023**. Mangyari lamang na sundin ang mga sumusunod na *schedule*:

February 15, 2024 – Pagpapasa ng SALN sa Admin/Finance Office
February 16-20, 2024 – Pagsusuri sa katumpakan ng SALN ng mga kawani
February 24, 2024 – Pagsusumite kay GM para sa pagpirma

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

Para sa inyong gabay at mahigpit na pagsunod.

CARLO JAY C. MANANSALA

SIRMO-A

Recommending Approval:

Approved by:

JOEMAR G. CUNANAN
Division Manager, Admin & Finance

ENGR. ANILINE B. FRANCIA
General Manager

Conformed on behalf of all drivers and concerned personnel:

For Admin & Finance Division:

JOEMAR G. CUNANAN
Admin & Finance Division Manager

For Engineering Division:

ENGR. MA. NIEVES MANABO
Engineering Division Manager

For Commercial Division:

ENGR. ROCELISA MAULANIN
Commercial Division Manager