MEMORANDUM

TO : ALL CITY OFFICIALS/EMPLOYEES

SUBJECT : FILING AND SUBMISSION OF THE STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN)

DATE : July 1, 2020

Please see attached Office Order No. 20-003 dated June 11, 2020, signed by the Acting City Administrator / City Personnel Officer, JANET S. OBISPO, content of which is self-explanatory.

Immediate and wide dissemination of this Memorandum is desired.

SHERYLL T. GAYOLA
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent
MEMORANDUM CIRCULAR NO. 20-003

FOR: All City Officials/Employees

SUBJECT: Filing and Submission of the Statement of Assets, Liabilities and Networth (SALN)

This pertains to the submission of Sworn Statement of Assets, Liabilities and Networth, Disclosure of Business Interests and Financial Connections and Identification of Relatives in the Government Service (Required by RA 6713) of all elective city officials and permanent employees for CY 2019.

Please be informed that pursuant to Civil Service Commission, MC No. 09, s. 2020:

1. All public officials and employees are given an additional period of sixty (60) days from April 30, 2020, the last day of filing of the Statement of Assets, Liabilities and Net Worth SALN Forms for the year 2019 pursuant to Section 8 of Republic Act No. 6713 (Code of Conduct and Ethical Standards of Public Officials and Employees), or until June 30, 2020 to file their SALN Forms with their respective agencies, unless the circumstances require otherwise.

2. Those filing their SALN Forms between the period after April 30, 2020 and June 30, 2020 shall not be subjected to any administrative case relating to the non-filing of the SALN Forms. However, those not filing their SALN Forms shall still be liable if they fail to file the same by June 30, 2020.

In this regard, all city officials and employees are required to submit their SALN Forms to the City Personnel Office on or before June 30, 2020 to give us time to review the SALNs before submission to the Office of the Deputy Ombudsman for Luzon, our repository agency. The said agency requires us to submit all SALNs through one (1) indorsement only. Late submission will no longer be accepted.

For strict compliance.

MARCELINO R. TEODORO
City Mayor

Marikina City Hall, Shoe Avenue, Barangay Sta Elena, Marikina City 1800
Tel. Nos.: 8646-1634 • 8682-9279 • 8682-9281 • Fax No.: 8646-5277