



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

MEMORANDUM

TO : All Concerned Employees

FROM : *[Signature]*
ROSANNA M. OLGADO
Manager, Administrative Services Department

SUBJECT : **SUBMISSION OF STATEMEN OF ASSETS, LIABILITIES AND NET WORTH
(SALN) CY 2020**

DATE : March 09, 2021

Pursuant to the Code of Conduct and Ethical Standards for Public Officials and Employees (RA No. 6713), government officials and employees are mandated to file their Statement of Assets, Liabilities and Net worth (SALN) every end of each calendar year.

In this connection, all permanent of the employees of the office are reminded of the submission of SALN as of December 31, 2020 in two (2) copies to the Human Resource Services Division on or before **March 25, 2021**. *(Please see attached list of employees who have yet to submit their SALN as of March 09, 2021).*

Failure to timely submit shall mean exclusion to the Civil Service Commission which may constitute a violation of Section 8 of the abovementioned Law which is punishable by suspension of one (1) month and one (1) day up to six (6) months for the first offense and dismissal from the service for the second offense.

For strict compliance.

