



HPR copy

Santa Maria

WATER DISTRICT

Memorandum No. 2018 – 136

Date : August 17, 2018

To : Jovita I. Dalmacio *Jovita I. Dalmacio 9/12/18*
Department Manager B – Administrative, Finance and General Services

Donna Mae F. Juan *9/14/2018*
Industrial Relations Management Assistant A

Shekinah Joy DG. Salonga *SJ. 9/12/18*
Personnel Assistant

From : Office of the General Manager

Re : Review and Compliance Committee for the Statement of Assets, Liabilities and Net Worth (SALN)

As stated in Civil Service Commission Resolution No. 1300455, the Commission resolves to adopt the following guidelines in the review and compliance procedure in the filing and submission of the SALN:

1. Every office/agency shall have a Review and Compliance Committee, which shall be composed of one (1) Chairman and two (2) members;
2. The Review and Compliance Committee shall be designated and authorized by the head of agency to receive the SALN and to evaluate if the same has been submitted on time, complete and in proper form.
3. The Review and Compliance Committee shall prepare a list of the following employees, in alphabetical order, to the head of the agency, copy furnished the Civil Service Commission, on or before May 15 of every year:
 - a. Those who filed their SALN's with complete data;
 - b. Those who filed their SALN's but with incomplete data;
 - c. Those who did not file their SALN's

With this, this office finds it necessary to establish the above-mentioned committee to continuously adhere to the policy. Please be informed that you are officially designated to be part of the Review and Compliance Committee of Santa Maria Water District (SMWD) with the end view of achieving the proper checking and evaluation of SALNs by the authorized personnel.

Chairperson

Ms. Jovita I. Dalmacio

Members

Ms. Donna Mae F. Juan

Ms. Shekinah Joy DG. Salonga



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WATER DISTRICT

Your designation as part of the Review and Compliance Committee of SMWD will commence upon receipt of this memorandum and will be valid until revocation of this order.

For your information and guidance.

Engr. Carlos N. Santos Jr.
General Manager

Conforme: _____ Jovita I. Dalmacio
Date:

Conforme: _____ Donna Mae F. Juan
Date:

Conforme: _____ Shekinah Joy DG. Salonga
Date: