



Santa Maria

WATER DISTRICT

Memorandum No. 2020-060

Date : September 21, 2020

To : Jovita I. Dalmacio
Department Manager B – Administrative, Finance and General Services

Jasmin L. Jose
Industrial Relations Development Assistant A

Shekinah Joy DG. Salonga
Industrial Relations Management Assistant A

From : Office of the General Manager

Re : Amendment to Memorandum 2018-136: Review and Compliance Committee (RCC) for the Statement of Assets, Liabilities and Net Worth (SALN)

This Office released Memorandum No. 2018-136 last August 17, 2018 in compliance to Civil Service Commission (CSC) Resolution No. 1300455, wherein CSC resolved 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

In the afore-mentioned SMWD memorandum, the office had appointed several key personnel to be part of its own RCC. However, there has to be some changes in the committee since one of its members has resigned.

With this, please be informed of the new members of the SMWD RCC for SALN:

Chairperson

Ms. Jovita I. Dalmacio

Members

Ms. Jas min L. Jose

Ms. Shekinah Joy DG. Salonga

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YOUR CONVENIENCE. OUR SERVICE"



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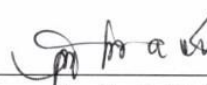
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Your designation as part of the Review and Compliance Committee of SMWD will commence upon receipt of this memorandum and will be valid until revocation of this order.

For your information and guidance.


Engr. Carlos N. Santos Jr.
General Manager

Conforme: 
Jovita I. Dalmacio

Date: 10/23/2020

Conforme: 
Jasmin L. Jose

Date: 9-25-2020

Conforme: 
Shekinah Joy DG. Salonga

Date: 09-28-2020