



## INTER-OFFICE MEMORANDUM

### Memorandum No. 2022-024

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

Jasmin L. Jose  
*Industrial Relations Development Assistant A*

Lovella Anne J. Jose  
*Personnel Assistant A*

From : Office of the General Manager

Re : Amendment to Memorandum 2020-060: Review and Compliance Committee (RCC) for the Statement of Assets, Liabilities and Net Worth (SALN)

Date : April 6, 2022

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This Office issued Memorandum No. 2020-060 dated September 21, 2020, amending the members of the Review and Compliance Committee (RCC) for SALN. However, last September 2021, one of its members has resigned.

In view of this, you are designated to be the member of the SMWD RCC effective immediately upon receipt with the following duties:

1. To receive the SALN and evaluate if the same has been submitted on time, complete and in proper form.
2. To prepare a list of the following employees, in alphabetical order, to the office of the General Manager 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.
3. To submit all original copies of SALN received to the Office of the Deputy Ombudsman Central Office on or before the set deadline.

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**Santa Maria**  
WATER DISTRICT

This memorandum shall be valid until superseded or revoked.

Ms. Jovita I. Dalmacio - *Chairperson*  
Ms. Jasmin L. Jose - *Member*  
Ms. Lovella Anne J. Jose - *Member*

For your guidance and strict compliance.

A handwritten signature in black ink, appearing to read 'Carlos N. Santos Jr.', written in a cursive style.

ENGR. CARLOS N. SANTOS JR.  
General Manager

A small, stylized handwritten mark or signature in black ink, located to the left of the main signature block.