



Santa Maria

WATER DISTRICT

3/1/2022, 10:42

Memorandum No. 2022-052

To : Jovita I. Dalmacio – *Manager, Admin., Finance and General Services Department*
Jasmin L. Jose – *Industrial Relation Development Assistant*
Edderlyn H. Lazaro – *Industrial Relations Management Assistant*

From : Office of the General Manager

Re : Amendment to Memorandum 2022-024: Review and Compliance Committee (RCC) for the Statement of Assets, Liabilities and Net Worth (SALN)

Date : September 9, 2022

This Office issued Memorandum No. 2022-024 dated April 6, 2022, amending the members of the Review and Compliance Committee (RCC) for SALN.

With the resignation of one member of the Committee, a new member shall be appointed to fill in the vacancy.

In view of this, you are designated to be the members of the SMWD RCC effective immediately upon receipt of this memorandum 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.

This memorandum shall be valid until superseded or revoked.

Ms. Jovita I. Dalmacio - *Chairperson*
Ms. Jasmin L. Jose - *Member*
Edderlyn H. Lazaro - *Member*

Be guided accordingly.

ENGR. CARLOS N. SANTOS JR.
General Manager

/jjid